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Remote Working during the Covid-19 pandemic

Team-building, collaboration, and shared vision
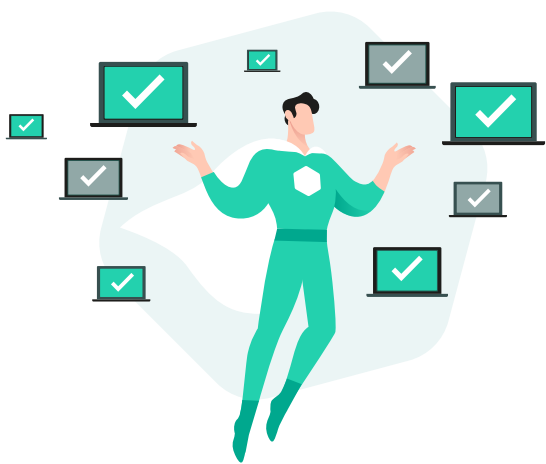
Use the collaboration/project management tools such as **OneDrive**, **SharePoint**, **Trello**, **Teams**, **Asana** or **Slack**, to keep remote workers in the loop.

Take extra care when writing emails and messages. Written business communications are notoriously poor at conveying tone. Make sure that messages sound positive – you can even use emojis (if that's your thing) to make your tone clear.

Schedule online team-building events to help people bond during isolation – communal lunches, coffee or drinks; live yoga/gym/singing classes; or even a collective Netflix binge.

Watch out for: phishing, Business Email Compromise, and cloud-based.

Stay safe with: tion, advanced email validation, multi-layered threat detection, and heuristic checks with machine learning, with **Kaspersky Security for Microsoft Office 365**.

Keeping staff on track

Set clear expectations, so that staff are motivated to deliver projects on time.

Schedule regular sync-ups to build motivation and promptly resolve any issues.

Arrange gentle check-ins to make sure staff are adjusting well to the new reality.

Watch out for: employees facing the temptation to use unauthorized services on work devices, or BYOD devices hooked up to the corporate network remotely.

Stay safe with: Kaspersky's flexible protection policies – choose between a preconfigured policy for instant roll-out or adjustable policies to build different protection levels for different user groups.
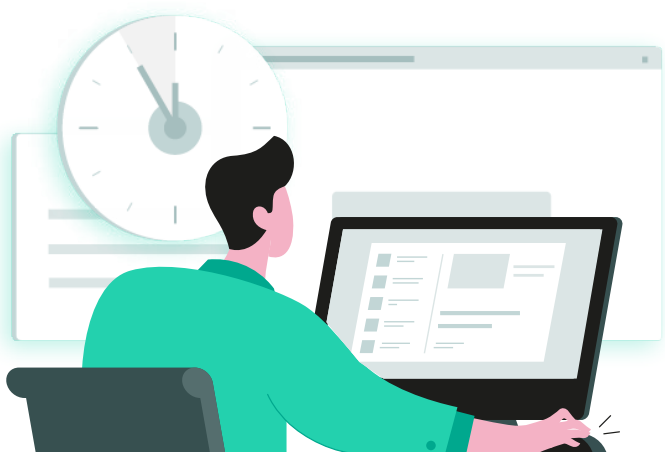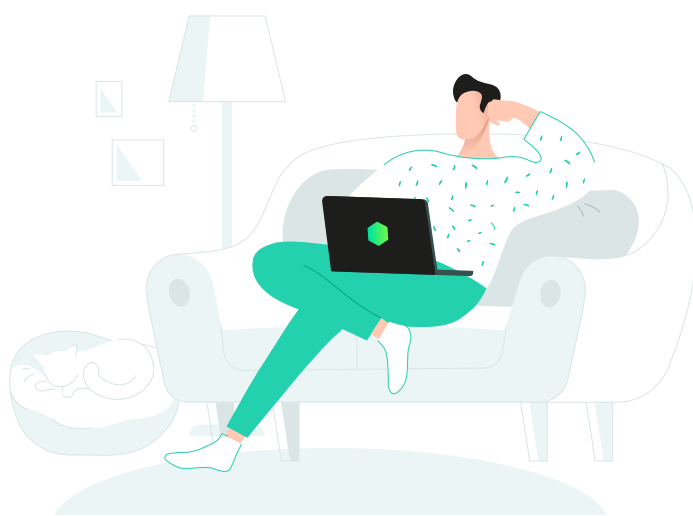
Loneliness

Build remote working into your Health and Safety policy and address the risk of loneliness before it becomes a problem.

Offer perks such as subscriptions for online gym classes or meditation apps.

Allow your employees a degree of autonomy and flexibility around time management. Insisting that your employees are available with a strict timeframe is clearly essential for some roles. However, the current situation means that you'll need to build in a higher degree of flexibility. Your goal is to make sure people are able to get the work done – if your staff find it easier to work later at night, earlier in the morning, or at weekends, so be it.

Watch out for: threats attempting to penetrate the corporate perimeter from external websites.

Stay safe with: Kaspersky's cloud-assisted technologies to protect you from known, unknown and advanced malware threats.

Time management

Use online tools to ensure that expectations (and delivery timeframes) are always clear.

Offer free online trainings in time management and productivity hacks.

If productivity slips, share your concerns directly with your employee, bearing in mind that that they may have very real (and serious) reasons for not being able to keep up.

Be clear that you appreciate everyone's efforts in this extraordinary time.

Reward hard work with kind words, perks or bonuses.

Watch out for: delays and latency, and keeping track of multiple endpoints.

Stay safe with: Kaspersky Security for Microsoft Office 365 's deep integration with Microsoft Office 365 via API and usage of Microsoft Azure workloads, with unified email security management in a single dashboard, ensuring an uninterrupted workflow with no impact on user productivity.

Sign up today

Sign up for a FREE Kaspersky Security for Microsoft Office 365 trial and take protecting remote workers off your to-do list