O₂ business

Flexible Working
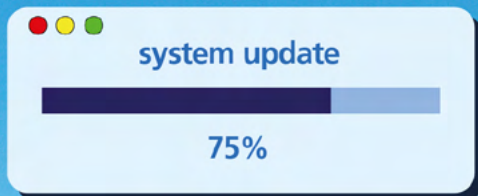## top tips

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Use video

Stay connected

system update

75%

Keep your system up-to-date

Keep secure

Flexible Working
top tips

Using tech to keep your team connected

Video meetings: The age of the video call is well and truly here and it's great way to have meetings. Video conferencing tools (such as Microsoft Teams, FaceTime, Zoom, Google Hangouts) provide excellent services to ensure that your team can continue to work together collaboratively.

Use video

Be collaborative: One of the best features of video conferencing services is that they enable collaboration. You'd regularly involve people in team meetings in the office - remember that you can just as easily do this remotely via video conference, for that helpful sense check and not just for formal meetings.

Stay connected: Sometimes nothing beats a quick team huddle to get a project moving. A quick call from your mobile is a perfect alternative to shouting across the office when you are working flexibly.

Keep it current: Instant messaging apps (such as Slack and Teams), are great for keeping everyone in touch by encouraging occasional informal real-time chatting, an important part of being a team.

Stay connected

Be up-to-date: This is a job that typically ends up at the bottom of everyone's to-do-list. Time to change that and make sure all of your software is up to date to avoid any problems with joining calls and being able to collaborate efficiently. It's amazing how simple things can help you to keep on working together as a team.

Stay secure: Ensure your people are vigilant to cyber threats. Protect your people's devices and their environments with network monitoring to block malicious behaviours. Use app analysis to detect known and unknown threats. Keep all devices secured with the intelligent threat detection technology available, that can monitor multiple attacks, contain threats and also report incidents.

Keep secure

Access files from anywhere: Keeping everything in the cloud gives you real flexibility on accessing information from where you need it. Online shared drives / file-sharing programmes (Microsoft Teams Box, G-Drive and DropBox) keep files in sync, whilst tackling version control. Having things saved centrally means things can keep going if people need to be off work.

system update

75%

Keep your system up-to-date

Know what will work best for your people

Consider individual needs: Ask your team what tools they will need to be productive at home. Consider what flexibility you can offer your employees around working hours, starting earlier or later, or having time off in the middle.

Use management platforms: Set clear expectations for your employees but trust them to meet them. Project/activity management platforms (such as Monday, BaseCamp, Trello) will keep everyone accountable for what they need to progress and complete.

Consider your whole team: Remember that remote working might be a big change for some people and that's okay. Just make sure you are being supportive and taking all factors into account.
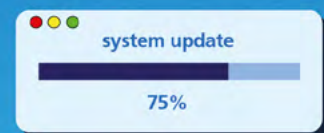
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