

Tips to help you work in and out of the office



GET THE RIGHT TOOLS

The first step is to make sure you have the right tools for your working environment. If you are going to be working from home, you need to have a good internet connection and a laptop or desktop computer. If you are going to be working in the office, you might need a separate set of tools. For example, if you are going to be using video conferencing, you will need a webcam and microphone.



CREATE SECURE ACCESS CONTROLS

Whether an employee is working on-site or off-site, your business must keep this information secure. The best way to do this is to use a VPN. This encrypts data transmitted between an employee's device and the company network.



USE CLOUD-BASED STORAGE AND COLLABORATION TOOLS

If you want to make it easy for employees to work together, whether they are in the office or out of the office, you need to use cloud-based storage and collaboration tools. Microsoft OneDrive, Google Drive, and Dropbox are all great options.



IMPLEMENT SINGLE SIGN-ON

If you are using lots of different cloud-based applications, it can be time-consuming for employees to have to log in to each one separately. Single sign-on (SSO) is a solution that allows employees to use one set of credentials (usually their company login) to access multiple applications. This saves time and makes it easier for employees to start their work.



CONSIDER MOBILE DEVICE MANAGEMENT

If your employees are going to be using their own devices for work (e.g., laptops, tablets, smartphones), you need to consider mobile device management (MDM). MDM solutions allow you to manage and secure devices remotely.



ENCOURAGE WORKING FROM HOME DAYS

If you want to make hybrid work successful, it is important to encourage employees to work from home at least some of the time. This will help them to adjust to working from home and make the transition to a hybrid model smoother.



INVEST IN ERGONOMIC OFFICE FURNITURE

If you are going to be spending time working in the office, it is important to invest in ergonomic office furniture. This will help to prevent injuries and ensure that employees are comfortable when they are in the office.



MAKE USE OF MEETING ROOMS

If you have meeting rooms in your office, make sure you are using them. They can be a suitable place for team collaboration and brainstorming sessions.



STAY CONNECTED

One of the challenges of hybrid work is staying connected with your colleagues. You might be working from home one day and in the office the next, so it is important to stay in touch. There are lots of ways to stay connected, including voice calls, instant messaging, and video conferencing. For example, Microsoft Teams includes these communication methods in a single platform. In short, find a method that works for you and your team.



BE FLEXIBLE

Remember that not everyone will want to work the same way. Some people might prefer to work from home, while others might prefer to work in the office. It is important to find a balance that works for everyone.