



FREDERICK INNOVATIVE TECHNOLOGY CENTER INC. TELEWORK OVERVIEW

Remote Working Tips and Tools from FITCI's Business Resource Center (BRC)

Thank you to our BRC partner, Amanda Haddaway, CEO of [HR Answerbox](#) for putting together several different resources on working from home. These resources include information on [How to Successfully Manage a Remote Team](#), [keep your employees engaged](#) to [How to Avoid Loneliness and Burnout](#). Please click [here](#) to access the pdf with all the useful links - [Remote Working Tips and Tools](#).

Foster a Culture of Communication by Choosing the Best Tools

Technology is what makes virtual teams possible. Don't shy away from the tools and software that can make your job easier. Below is a list of the types of tools that can facilitate communication in virtual teams, and some popular options for you to consider (by [HBR](#)):

- Chat: [Slack](#), [Twist](#), [Google Hangouts](#)
- Project management: [Trello](#), [Jira](#), [Asana](#)
- Web and video conferencing: [Google Meet](#), [Zoom](#), [Cisco Webex](#)
- Collaboration and prototyping: [Invision](#), [Marvel](#), [Adobe XD](#)
- Scheduling: [Calendly](#), [Doodle](#)
- Workflow automation: [Zapier](#), [Microsoft Flow](#), [Monday](#)

Cybersecurity Recommendations for Remote Workers

If the employee's computer isn't secure, your organization's security is at risk. Attackers can compromise a home user's device to gain a pathway into your organization's network and data. Whether the attacker installs ransomware, steals sensitive information, or shuts down your entire network, you can suffer greatly. Therefore, you need to take essential steps to protect yourself, your employees, and your organization. The **attached document - Recommendations for Cybersecurity for Remote Workers During Coronavirus** provides more detailed information on some key suggestions to help you navigate this crisis, including subtopics such as:

- Remote Access Tools, A VPN Is Not Enough, Passwords and Cloud Security, Home Wireless Networks & Computer Security Updates and Firewall Patches



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Best Practices for Driving Collaborative Innovation – Remotely

The Edge Accelerator partner, Ray Crowell, just published an interesting article on Collaborative Innovation when working remotely. For entrepreneurs, and teams that usually collaborate in-person, distance can seem to disrupt your collective creative process, business process and product process making innovation seem impossible, **remotely**. But it can be done, He suggests you address *risks* associated with your remote (distributed) team, considering time zones, individual boundaries (personal and professional), independence, and social balance. Also, with many going remote for the first time due to COVID-19, **isolation is your worst enemy**. GREAT [article \(link\)](#) to learn more about the strategies, tips and tools.

Get your Employees Feedback – Reduce Employee Turnover

If you would like to reduce your company's employee turnover in these challenging times, increased communication and transparency is crucial. [TINYpulse](#) is a feedback-based tool that encourages the whole team to provide input – anonymously. They provide leaders with quantitative, actionable feedback on problems that are hard to measure and diagnose. This helps create a superior workplace culture and a happier team. Link [here](#).

Additional interesting articles and documents:

- Seven Ways of Managing Remote Employees (attached)
- Effectively Managing a Remote Workforce (attached)
- [Challenges to Managing Virtual Teams and how to Overcome Them](#)