

We are starting soon!

Understand your employees during the Covid-19 crisis

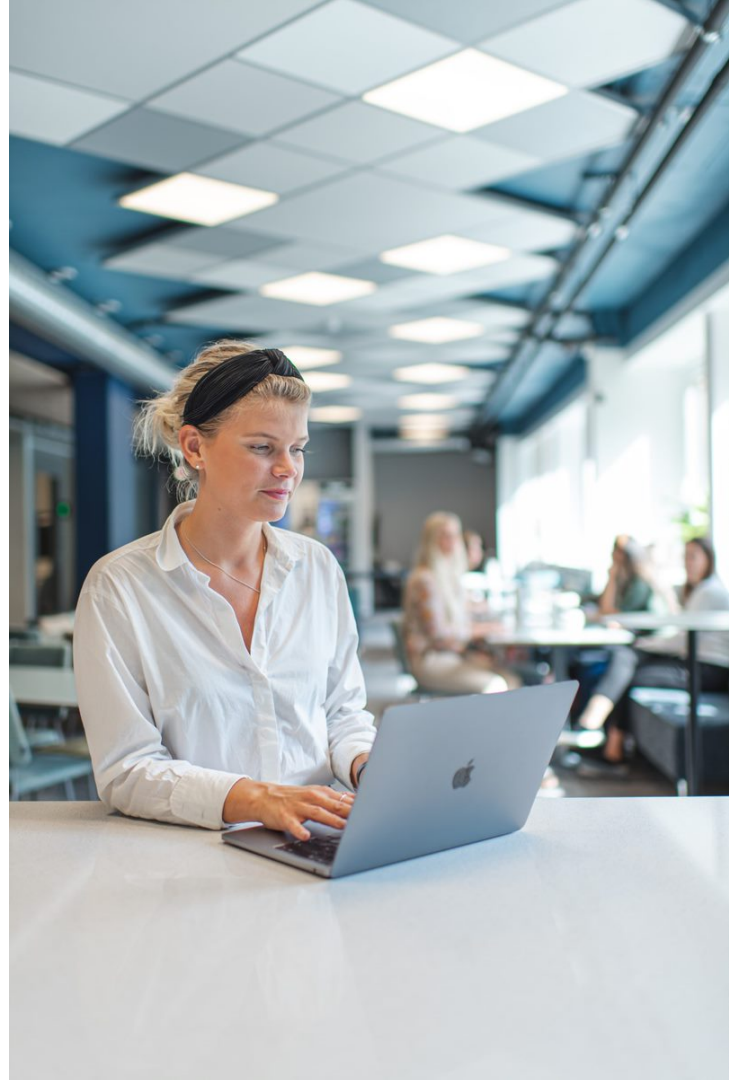


Astrid van den Brink Erlandsson

Head of Professional Services

5 tips to keep efficiency whilst working remotely

1. Clear communication
2. A suitable working space
3. Equipment and technology
4. Create a structure in your working day
5. Get regular feedback from employees



1. Clear communication

Clear and regular communication

- Keep your employees informed – proactively
- Create transparency
- Clear point-of-contact
- FAQ setup
- Contact information for colleagues
- Working hours



” Continue having regular company wide communication even if there’s not much news to report ”

2. Suitable work space

- Have a dedicated space for work
- Avoid distractions
- Get dressed as usual

Only half of respondents in **Germany** and **Sweden** completely agree that they...

1. ...have a dedicated space to work to be able to concentrate fully.
2. ...can focus as normal on their work tasks
3. ...are as productive at home as they are at the office.



”

Working from home is 100% compatible with focus without the kids at home. When they are at home, I would say 75%.

”

3. Equipment and technology

Nearly half fully agree they have the all of the equipment needed to perform as usual



Missing equipment?

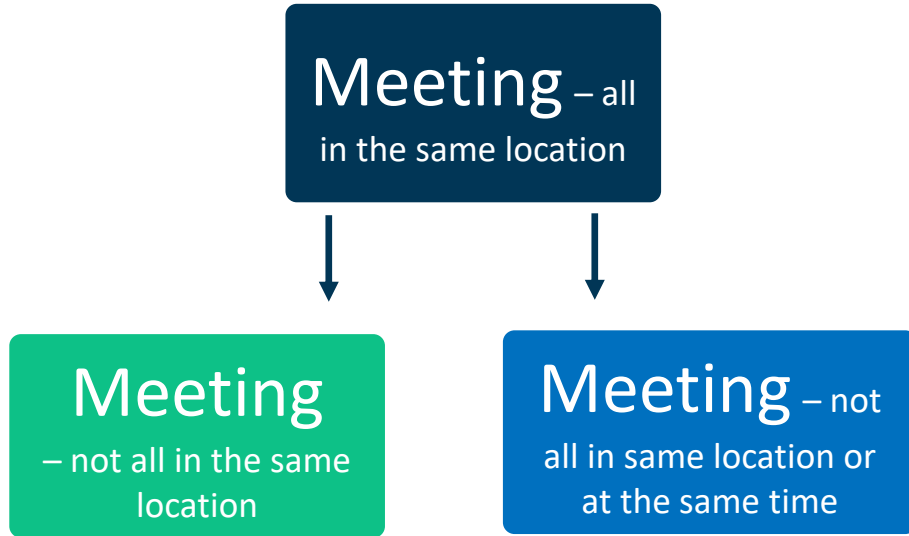
"Some information that is stored in folders and limited ability to create certain documents"

"Internet cable connection, right now we just have ADSL, which is not very reliable"

"Two screens, peace and quiet. The kids are home as well right now."

"The social aspect, to quickly pop over to find someone and ask a quick question. I miss the contrast between home and work space."

Efficient meetings



- Videoconference
 - Teams
 - Skype
 - Webex
 - Webinar
- Trello, Asana, Monday
 - Recorded meetings/webinars
 - Document share
 - Google Drive
 - OneDrive
 - Microsoft Sharepoint
 - VPN access to shared folder system

Knowledge?

Training & Routines

4. Create a structure in your working day

- Have a plan for the day
 - Tasks
 - Meetings
 - Break/Lunch

2 out of 5

completely agree that they have
a clear plan for their working
day



Team - routines

Company wide

Team meet /
Weekly

1:1

Spontaneous/
Stand-ups

Morning meeting to start the day



Purpose

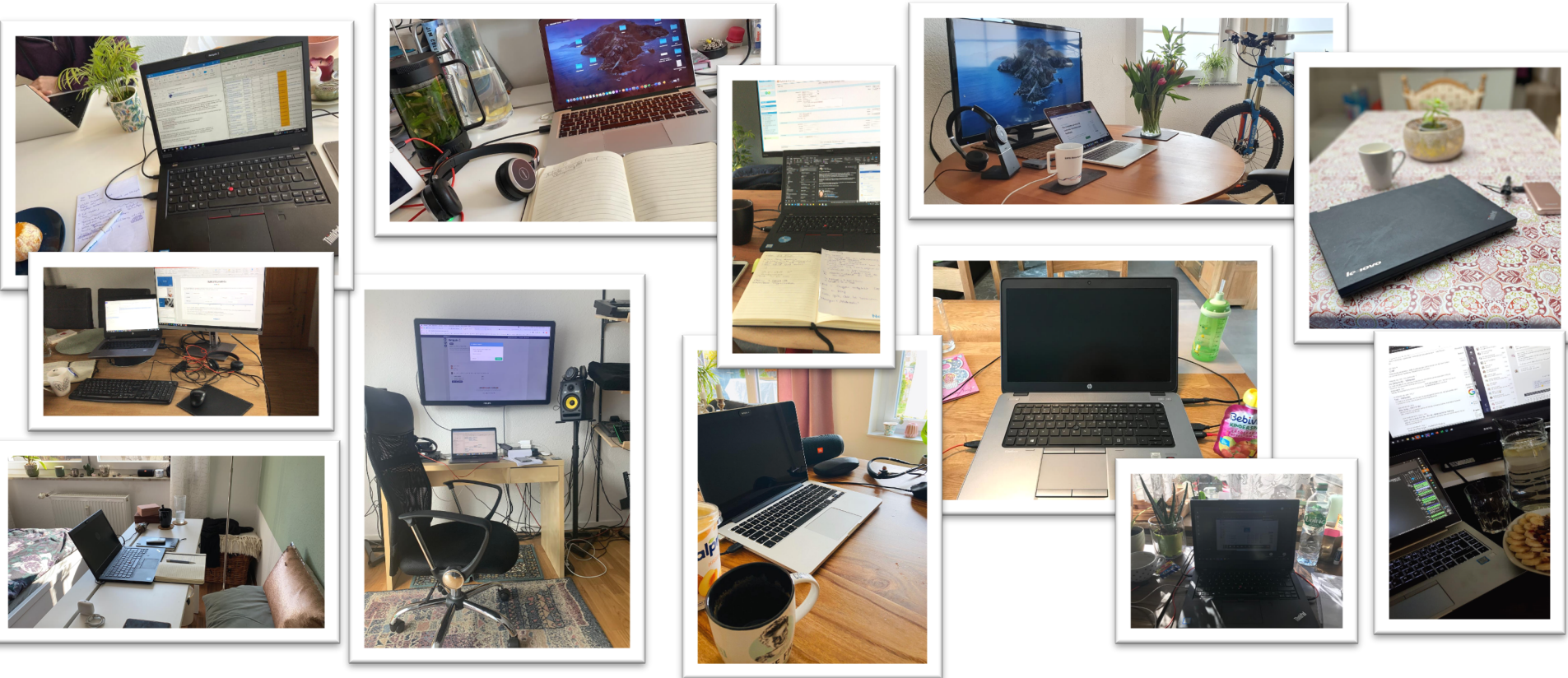
- Allocate priorities
- Planning of resources
- Find out if support is needed
- Creates feeling of control for the team lead
- Gives the week a steady pulse



The PS team in Frankfurt on a shared break



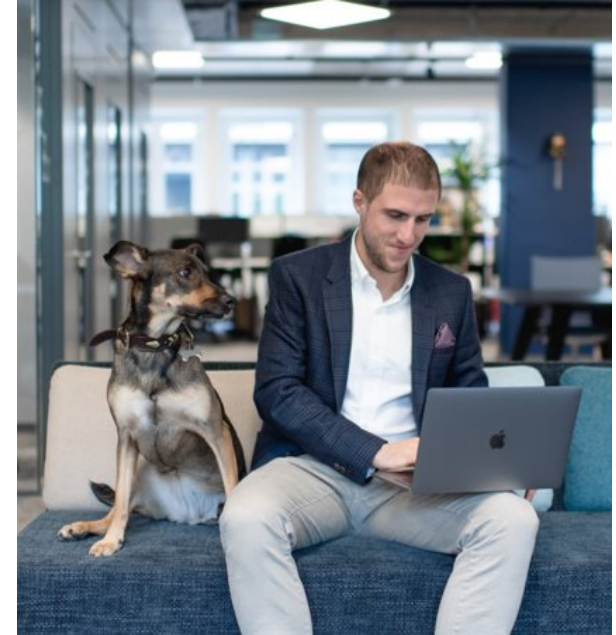
Show me your home office – Netigate employees



5. Regular feedback

Make sure:

- Do employees have everything they need to carry out their work successfully while working remotely?
- Can they easily communicate with co-workers?
- Does everyone have enough information about what is going on in their teams and in the whole organisation?



5. Netigate Covid-19 survey

The screenshot shows the Netigate dashboard interface. At the top, there's a blue header with the Netigate logo, user name 'JOHN DOE', search icon, and support icon. On the left, a sidebar contains icons for home, list, and settings. The main content area features a highlighted banner for a COVID-19 survey template. The banner includes a virus icon, a title 'Right now, it's critical to understand your employees.', a description about the template's purpose, and two buttons: 'PREVIEW' and 'CREATE SURVEY'. A large orange arrow points from the text to the 'CREATE SURVEY' button. Below the banner, the user is welcomed 'Welcome John Doe!'. Three main action cards are listed: 'SEE RESULTS OR EDIT A SURVEY', 'CREATE A SURVEY', and 'NETIGATE DESIGN EDITOR', each with an icon and a brief description.

Netigate

JOHN DOE SEARCH SUPPORT

Right now, it's critical to understand your employees.

We have created a new template to help you understand the impact of COVID-19. You can preview the template, or copy it straight to your library. We recommend distributing the survey on a weekly basis to gather ongoing feedback.

[PREVIEW](#)

[CREATE SURVEY](#)

Netigate

Welcome John Doe!

SEE RESULTS OR EDIT A SURVEY
See results and analyse your surveys. You can also edit existing surveys here.

CREATE A SURVEY
Create a new survey, copy a previous survey or use questions and templates from our library.

NETIGATE DESIGN EDITOR
Design your own survey templates. Watch all changes instantly on the screen.

- Weekly sendouts
- Netigate help customers with the send out
- Open and closed questions
- Trends

Netigate is launching Covid-19 Stakeholder 360° view



Thanks for taking part!