

Name: _____

The Transition from Cubicle to Couch

As we move into the future, more and more companies are having employees work at home.

This is due to many reasons – weather conditions (Boston’s winter!), talented people with families, and of course, in an effort to save money.

You are part of a planning committee to help a company transition from an all office, in person team to a partially remote (not at the office) team. You do not work for this company.

You are a separate consulting group employed by the company. **You have some decisions to make!**

First: What type of company are you helping? _____

Second: How many employees? _____

Third: Brainstorm – what advantages / disadvantages are there for the company with employees at home? You may refer to your notes and thoughts from earlier this week.

Now:

You must create three possibilities for this transition:

- A: 25% of employees work remotely / from home
- B: 50% of employees work remotely / from home
- C: 75% of employees work remotely / from home

Decide:

A: Who is going to be at home? What positions? Why?

How will they work as effectively from home?

How might they not – how will you deal with this and / or avoid this?

B: What will the management style be for managing both remote and in office employees?

(Where will the managers / supervisors / be?) What is the organization of the management?

What methods will they use? What personality qualities must they exercise and demonstrate?

C: Remember, you want to be confident in your advice. How will this transition **benefit** the company?

D: What is absolutely necessary for this to be a success?

What qualities / actions of people (employees, manager, etc.)? What supplies? etc.

E: **Reality Check!** You are actually still a student in my class. Use **10 words** from the **Reading / Powerpoint**, please!

