

**Will it Fly?® Checklist**

**Module:** Managing Remote Employees

**Section:** Provide Collaborative Tools

**Section Objective:** To ensure you provide the appropriate collaborative tools and technologies to run an effective remote operation.

- To avoid the expense of “trading up” from inferior equipment, have you outfitted your employee’s remote setup with high-quality equipment at the outset?
  
- To effectively collaborate and share information with the remote employee, are you providing him/her with access to applicable technologies and sharable applications?
  
- Have you made clear the level of security, confidentiality and usefulness required for the technology, tools and applications the remote worker may use?
  
- Are you providing the basic equipment necessary to effectively conduct videoconferences?
  
- Are you keeping in mind the connectivity issues that could arise from setting up a remote location or outfitting an employee that travels frequently?

See Educational Brief for Provide Collaborative Tools to learn more.

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