

**Will it Fly?® Checklist**

**Module:** Managing Remote Employees

**Section:** Provide Training

**Section Objective:** To ensure you provide the appropriate training for your remote employees.

- To establish good communication practices, have you taken the time to orient an employee that has no experience working remotely?
  
- Have you taken the time to initially work more closely with a new (experienced) employee, than you normally would, in order to establish the manager-employee relationship?
  
- Have you set the ground rules for both experienced and inexperienced employees so they will know how to meet your expectations?
  
- Even though you have attached performance measures to your okay, have you encouraged your remote employees to participate in developmental events (both onsite and off)?
  
- To comply with required legal and or safety practices for working remotely, have you ensured that the employee has the proper work environment and attends any required training?

See Educational Brief for Provide Training to learn more.

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