



# Supporting Remote Staff

Working together with the right tools

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# LETS JUMP IN

Supporting remote staff is not simply about making sure they are doing their job; it's about the tool we provide them with, how we engage in our work together and setting boundaries to help keep a healthy work/life balance, and measuring impact.



Tools to do the job



Working together with ongoing support and training



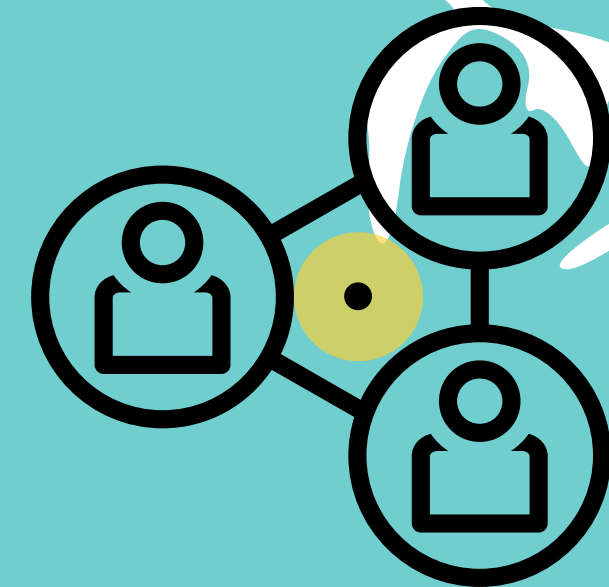
Setting boundaries for success



Measuring staff output

Thinking in a visionary mindset  
will help you grow together...

**Where is your  
staff working  
from? What  
Challenges do  
they face?**



Let's talk about tools...

# HAVING THE RIGHT PLATFORMS MAKES ALL THE DIFFERENCE.



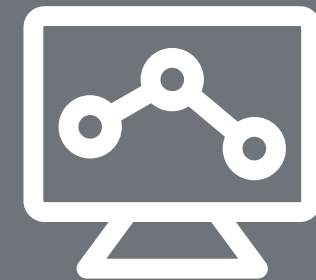
Organizational communication  
SLACK  
Free for nonprofits  
(Right now)



HR functionality  
Gusto  
Paycor  
ADP  
Paylocity



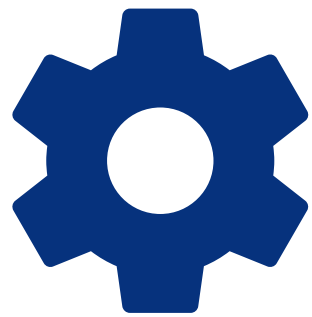
Project management  
Monday-  
Nonprofit pricing  
ASANA-  
Nonprofit pricing



Cloud Storage  
Google Drive-  
Free for nonprofits  
Dropbox-  
Nonprofit pricing

# Physical Tech

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Not all computers, phones, cameras, webcams, and lighting are the same. Understanding what tools staff members need will help each person fulfill the role they were brought on to do.

# Platforms

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Platforms are any tool that is living in the cloud or on your computers, such as Google Drive, or Microsoft word. You can do quite a bit with limited physical tech.

# Trainings

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With any new piece of technology, is it mission-critical you provide training to staff on now only how to use it but what your expectations are that will lead to success.

# 13 PRACTICAL WAYS TO HELP EMPLOYEES ADAPT TO NEW TECHNOLOGY



## Forbes Experts

1. Take a multi-pronged approach
2. Create a sandbox for employees
3. Implement annual skills evaluation
4. Blend incentives with guidance
5. Share the 'why' and 'how,' and seek input
6. Provide multiple training options
7. Encourage self-service training and follow-up questions
8. Teach employees how to be adaptable
9. Pair new users with a mentor
10. Incentivize employees to become 'technology champions.'
11. Create a series of quick how-to videos
12. Leverage fun and experiential learning platforms
13. Enable employees to take part in managing the change

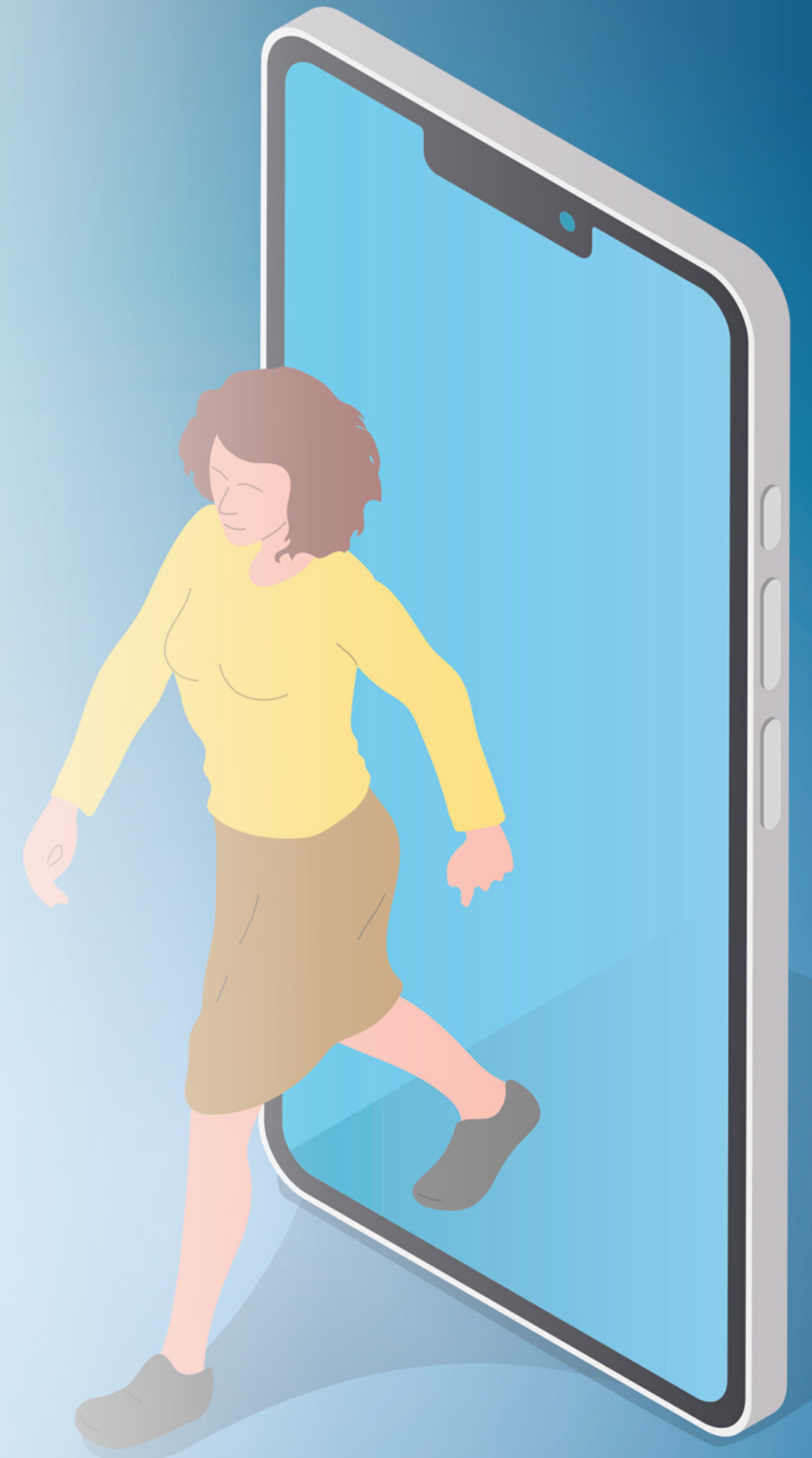


# TEACHING STAFF HOW TO SET TECH BOUNDRIES

Creating a culture of unplugging after the work day will yield great results.

Not everything is an emergency, in fact, few things are in our profession

It's critical to provide staff with the understanding they are able to turn off devices after hours. All the programs I have talked about today can be muted until staff starts back up the next day refreshed and ready to go.



# WHAT DOES SUCCESS LOOK LIKE FOR YOUR TEAM?

## Clear Expectations

On any task, project, or new staff member understanding their role, you can leverage shared docs to outline what needs to be accomplished and follow up on set touch points.

## Using project tracking tools

With platforms like ASANA or Monday, you can work as a team or oversee an individual staff member following along where they are and providing feedback.



## Consistent feedback

Feedback can be as easy as sending over a SLACK message to give direction or setting a zoom 1:1 with a clear agenda to help with more significant items.

## Project evaluations

Working with your CRM and project management platform to analyze how things went. Was the project achieved on time, on budget, and did it yield the outreach you were hoping for?

# Thank You

What questions do you have?



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