

Manage Remotely

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Introduction

The nature of work is changing and working remotely is a mega trend in the future of work. Remote working becoming increasingly popular and the future in work life because of the advance in digital technology and the place where and when work is undertaken. Remote work has been defined as a “flexible work arrangement whereby workers work in location, remote from their central offices or production facilities, with no personal contact with co-workers using ICT” (D Martino and Wirth, 1990).

In our times remote working became the norm in companies of all types around the world. Remote working can be seen positive and beneficial by many people and also viewed with some degree of trepidation by others. When introducing remote working usually have a particularly benefits in addition to helping clients around the world. Just being able to work from home is a key skill that goes beyond. This requires a different set of trades, strategies and practice compared with a team located in the same office. Because of the pandemic caused by covid-19, the year 2020 was one in which many employees from companies around the world have working outside the office. Not all of us are familiarising with the ins and out of making remote work a success, because most of the managers don't have any experience with this. The advantage of remote teams are happier employees a global talent pool and more productivity employees. The disadvantage is the lack of relationships among employees, difficulties in communication and decreased employee visibility. The skills for successful managing of virtual teams is communication leads by high margin in the survey, organisational skills and self-discipline. Many managers in the forefront of 87% believe that remote work is the future. According to remote managers the perception on how work should be carried out and the trust

issues are the biggest obstacles which prevent companies to implement remote work. Remote work has grown by 140% since 2005 before covid lockdowns nearly 10x faster than the rest of the work force. Pre-covid over 4,3 million employees that means 3,2% of the work force were already working from home at least half of their time. The benefits of remote work are: ability to work flexible schedule; flexibility to work from anywhere, not having to commute ability to spend time with family, ability to work from home. Remote workers are willing to put extra hours because they found remote work less-stressful.

Remote work has the potential to help the way we work, manage, and lead is not just advancement of technology. In remote work is not just benefits or advantages there are also disadvantages too because most of the managers still are unfamiliar with the challenges of managing remotely employees. The major challenges are: collaboration and communication, loneliness and not being able to unplug being in a different timezone than teammates, staying motivated, taking vacation time, finding's reliable wifi. Working remote can be hard without any prior experience. Some of the major challenges with remote work and what the remote workers are going through : loneliness and isolation; factors that impact not only our psychology but even our psychical health. Isolation and loneliness in humans can in some cases result in things like anxiety and depression. Communication issue due to a lack of non-verbal cues. It can become difficult to sense intent in messages between the team members because they don't have enough face-to-face communication. Filling left out-the employees often feel like leadership doesn't take notice of them like they do when they working in office. A study made by Harvard Business review found that remote workers feel more left out. The study was made by Joseph Greenie and David Maxfield. "Unless we take extra measures to build trust and connection with remote colleagues, we pay dearly for doing so. A lack of close contact with people inhibits the formation of trust, connection and mutual purpose-three ingredients of a healthy social system". Due to the global covid 19 pandemic in march 2020, tens of millions of workers around the world was forced to give up the work office and to work from home. The meaning for remote work is any work you do that doesn't require commuting into an office. Thanks to the digital age ,remote workers can complete projects and also communicate with their team or even manage a team ,without being in the same place. The key for this is a good internet. Most of the remote workers are fully remote which mean that they can work 40 hours a week. Many companies allow their employees to work remotely just one or two days a week. Remote work is about location and flexible hours which mean that you can determine your schedule .Does working remotely work or not ? Studies shown that 77% of remote workers report a great productivity . We can definitely say that remote work works .Remote work advantages and disadvantages .The advantages are : you are more likely to stay long term ,you'll have more time for deep work, you will learn some seriously impressive communication skills, you will feel healthier. It's one huge step towards ending the genders wage and leadership gaps. The disadvantages are: run the risk of feeling isolated, you are responsible for staying on track, you won't always have immediate access to your team.

Research skills refer to the ability to search for , extract , organise ,evaluate information that is relevant for a particular topic . Academic research is a process of a methodical investigation into a specific area of study . In response to a specific approach question or hypothesis , this involve intensive search investigation and critical analysis . The academic skills are :

Academic writing .

Critical thinking .

Employability .

Maths and statistic .

Online learning .

Note making .

Time management.

At the 'world's largest work from home experiment continue due to the pandemic of covid-19 ,many business leaders are trying to give the right tools to ensure that working remotely is at the higher standards . In 2018 ,Roberta Sovatzky MA,CPHR ,from the Okanagan College School of Business, and her son ,Nathan Sovatzky an Online Social and Safety Designer at Supercell embarked in a tour to find the necessary competencies for success in a virtual , technology environment . In 2019 February their academic public results was published along with a report titled “ Remote Work :Competences and Motivation “ In this research they discover 8 skills which are essential to succeed in virtual workplace .

1. Communication -you can see that over -communication is just communication in remote work . Remote workers don't have hallway meetings and handshakes to stay connected and visible .

2.Self-motivation ;a remote worker must be able to start and to identify all solutions by himself .

3. Trustworthiness ; when you can see your team and talk to her at any given time .

4.Discipline ; a time -blocked schedule and prioritised to do list .

5. Curiosity & Critical Thinking ; this involve to be creative ,resource because you need to solve the problems alone .

6. Adaptability ; decision about and within remote work can be made very quickly .

7. Accountability ; commitment to your work .

8. Empathy; in this report Sawatzky say that “ empathy is the glue that binds all the competencies together “ . He advise also that. ; “ being diligent in asking appropriate questions and listening to not just what is being said ,but also the sentiment behind those words ,contributes to the success of a remote worker .

Having millions of remote workers around the world ,this is the best time to understand and evaluate this habits in each member of the workforce . Those workers ability to demonstrate all this skills virtually could break the success of business during our global pandemic C OVID 19. Being able to work from home is a key skill in managing remote teams . The experience is leading remote teams is that 1 of 5 managers have more than 6 years of experience . A team size which a manager can lead it contain 3-8 people which suggest that remote industry is still working its way to larger teams .Almost half of the managers are working with teams fully remote (56%) and the other half with different tips .Happier employees (52%)are the biggest advantages in a remote team ,managers think .The importance of research skills are : to identity problems or the ability to complete tasks ,to come up with viable solution for the problems , to promote increased efficiently , to come up with new services and products , to know and to identify the needs of the costumers , to know were well the industry trends and market demands , to adapt and evolve to workplace demands .

Gibbs (1988). At that time created a “ structured debriefing “ to support experiential learning . Gibbs reflective cycle was developed by Graham Gibbs in 1988 to create a structure to learning from experiences . What feelings and thoughts come from that experience ?

The good and bad thing from that experience .

Analysis the situation .

Conclusion about the learning you achieved .

Reflective skills which means to analyse your own experiences and improve the way you work . It's a valuable skill to others to gain experience ,confidence and self-awareness . The reflection

has five stages and these are: self-awareness, description, critical analysis, synthesis and evaluation. The literature refers to the skills of being reflective practice; self-awareness, description, critical analysis, synthesis and evaluation (Atkins & Murphy, 1994). Gibb's Reflective Cycle is a six stages process which helps you reflect on your own experiences in the workplace. This model can help people to evaluate the experience which took place at their workplace, to see what went well but could be better, and make an action plan to address your weaknesses.

Gibb's Reflective Cycle;

DESCRIPTION — — — — FEELINGS — — — — EVALUATION — — — — — — —

ANALYSIS — — — — — — — CONCLUSION — — — — — — — ACTION PLAN

First three focus on how to improve your experience for similar situations. The model is a useful career skill to have and also can be used to evaluate your performance in the workplace. Having a good interpersonal skill consists a very good advantage. Can help us to be successful in our personal and business life to "work more effectively as part of a team" get our points across effectively, form and maintain social bonds, relate to the situation of others, negotiate with others, apologise reconcile differences, influence others successfully, improve our ability to learn, read body language. Some interpersonal skills are: verbal communication, non-verbal communication, motivation, persuasion, influence, critical thinking, problem solving, decision making, assertiveness, teamwork.

Analysis

The most in demands research skills in the workplace include:

Time management.

- stress management,
- communication,
- decision-making
- multitasking
- managing appointments,
- meeting deadlines,
- organisation,
- self-awareness,
- resources management,

Critical thinking.

- open-minds,
- inference,
- analysis,
- evaluation,
- interpretation,
- observation

Problem solving skills.

- creativity
- active listening
- analysis
- team building
- communication

Communication skills

How we can improve our research skills? First time we need to identify our objectives, to learn how to identify quality sources, to practice good organisation.

How to use research skills at work ? Prepare before we can start a new project , we need to set some goals and to ensure everything we need to complete the research .Use different sources -the data we find need to be agrees with other sources .

Consult with coworkers -need to compare your findings with your colleagues.

Communicate - good communication is very important in research process .

Rasmussen and Corbett, 2008 , Basua et al,2013 Dahlstrom 2013 believe that non-standard of organisational dynamic present unique challengers to remote workers , managers and organisations .Typically remote work can take place home or on the road , in a smart centre or digital work hubs .Gajendron and Harrison (2007)found positive outcomes for remote workers , including performance , autonomy , and work family conflict .(WFC) . A meta analysis made by Martin and MacDonnell more recently found positive relationship between remote workers and organisational outcomes . The literature suggest that remote arrangements are not effective all time and negative outcomes are observed .(Sarde Shmukh . Et al 2012; Tumbley and Thomsin 2012.) including social isolation (Golden et. al 2008).

Employability skills and attributes .

The report made by DEST about Employability Skills (2002) discover that the following attributes are required :

- Loyalty
- Commitment
- Honesty and Integrity
- Enthusiasm
- Reliability
- Personal Presentation
- Commonsense
- Positive self-esteem
- Sense of humor
- Balance attitude to work and home life
- Ability to deal with pressure
- Motivation
- Adaptability

We cannot think about these “skills” in isolation. Some researchers have been done in the area of academic skills and attributes such as the one made by Enright and Gitomere (1989) Who identified seven competences in successful graduate students: Communications, creativity; explanation, motivation; planning, professionalism and synthesis.

Gibbs, G. (1988) *Learning by doing; A guide to teaching and learning methods*. London: FEU

“Learning by doing ” and the term “experiential learning ”are used most of the time to describe several different aspects of learning .Learning can take place in the classroom or at the job you have . The academic teacher present theory in classroom whilst a supervisor put practical experience in a workshop . Learning must be tested in new situation . Learner must make the connection between theory and action by planing ,carrying out and reflecting upon it .It's not enough just to think or just to do .Learning from experience must have a connection between doing and thinking .Learning from experience involve four stages :concrete experience ; reflective observations ; abstract conceptualisation ; active experimentation.All this come from Kolb's Experiential Learning Theory and the stages must be followed in sequence.

Reflection

Most of the learners have difficulties to reflect about their experience ,it can be useful to have check list or questionnaires to do it .

Conclusion

As a conclusion is clear that negative outcomes like work isolation and job-related-stress is the major risk in this flexible arrangement like remote work .Most companies need to offer a major support for the remote worker staff.The tendency to work from home is facing a great increase due to the Covid 19 pandemic ,that is why organisations are turning to digital channels and more people avoid physical encounters .Telework or remote work is a way in which the employee fulfils his obligations remotely through the computer .In order for this activity to be successfully ensured , the employer must offer all the conditions regarding the information , technology and necessary work equipment . The main advantages of remote work for employers are the reduction of costs with office space and parking space ,low energy consumption and the elimination of costs such as cleaning services .For employees ,these are :a saving of time and money , a more relaxing environment ,establishing a balance between personal and professional life .

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