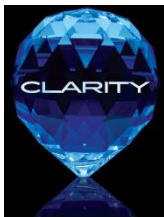


TIPS FOR Managers & Supervisors

To enable KFSH%RC (Gen. Org.) to maximise its employees' effectiveness and productivity and at the same time giving more flexibility in their working lives, the General Organization is committed to supporting teleworking.

STEPS TO BETTER MANAGE YOUR TELECOMMUTING EMPLOYEES

Telework Clarity



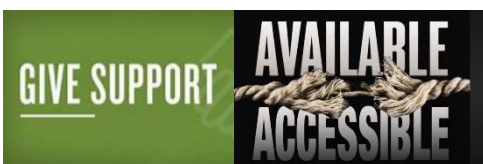
Clarity is the key, especially when you do not have face-to-face interaction with your employees or have an opportunity to directly oversee them. It is important to spell out your expectations and project parameters in detail. This will eliminate misunderstandings that will foster efficiency

Telework Progress



The constant interaction between managers and employees can be leveraged to improve progressing in work by consciously fostering an engagement culture between both managers and employees.

I am available and accessible



Being accessible for your staff is the first step in getting feedback. After all, if they cannot find you, they cannot tell you what they think. Good managers make themselves available to their staff so that when the moment strikes when an employee wants to talk to you about something you can seize it.

Stay in Touch



Ideally, conduct weekly virtual meetings with your telework employees to keep interaction with them. Listen to their concerns and let them feel that channel of communication is not only via emails, MCDs or EC memos.

Telework Resources



Ensure all needed resources are available to your telework employees. Successful telework is tailored with needed resources for effective outcomes.

Quick Response



Quick response could put things right. Managers can sense the urgency of a quick response to their employees as time plays a critical factor on responding.

Telework Working Hours



As a manager, you have to make sure that your telework employees working as regular scheduled working hours. It is the same working hours but work is done in a different location. Be sure that your employees the strain as possible.

Your Telework Employees Appointment



Ensure that your telework employees inform you a head of time if they have scheduled appointments in the hospital for better communication and coordination. Whenever possible, encourage your employees to schedule their medical appointments early in the morning, so there will enough time to come home and resume working remotely.

Rotate your Telework Employees



It is highly encouraged if you have some staff working remotely and some working on the hospital site to rotate them. Rotating employees is a healthy practice among your employees.