



Managing Offsite Employees

Staying Connected with a Dispersed Workforce



Self-Guided Learning Program

Overview



Introduction

The workforce is changing rapidly. An increasing number of employees work offsite, by choice (theirs or their employer's) or by necessity. A few years ago, 34 million Americans worked remotely at least occasionally, and that number is expected to jump to 63 million by the middle of this decade.ⁱ Some of your employees may work at home, in close proximity to the onsite team. Others may be scattered around the country or the globe. Given the increasingly global nature of today's organizations—as well as improvements in technology that facilitate virtual collaboration and a workforce that insists on more flexibility and independence—this trend is likely to keep gaining momentum.

By improving your ability to manage offsite employees, you will empower yourself in many ways. You will increase your ability to recruit, hire, and retain the right employees for a job. You will help ensure that your team is cohesive and productive. You will know how to avoid costly, time-consuming problems and help your team meet its goals. As Dave Ross, cofounder of workplace solutions firm The Vaya Group, explains, skillful managers of remote employees “can build camaraderie, create a more positive work environment, and encourage stronger business performance regardless of distance.”ⁱⁱ



Test Your Knowledge

Read the question, then click on the answer.

Which employee is most suitable for offsite work?

A. Phillippe, a counselor at a high school.

B. Sandra, a laboratory scientist.

C. Marlon, a nurse at a clinic.

D. Wing-tek, a marketing specialist.

