



# The Changing Workplace Checklist

This People Puzzles checklist highlights important questions against nine key areas to help you assess the impact of changing your business to a remote or hybrid workplace.

## Overall Planning & Commercial Impact

Why are we considering working in a different way?

Do we currently have members of the team classified as home workers, what have we already learnt from this?

What would be the cost of enabling the team to work remotely/ hybrid, e.g. supplying furniture; should we offer any funding for utility bill contributions?

Is it necessary to adjust employee pay and benefits if working remotely/ hybrid?

Would a trial for a small team be advisable?

Do we wish to downsize office space and generate savings?  
How much might this save and what would the termination terms be?

Do we need to reconfigure the office space to adapt to a different type of office working? E.g. innovation hubs, hot desking?

What would be the impact on customers, partners and suppliers?



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## Hygiene Factors

What technology do the team have in place at home, should we provide laptops, phones, printers, wifi, router etc

What space would the employee work within and have they conducted a DSE assessment?

What are the GDPR implications of remote working?

Does equipment need PAT testing and who will do this?

What amendments are needed to the contract of employment?  
Will an employee consultation be needed?

If requested to travel into the office, will they be entitled to claim for travel?

What conditions for homeworking may need to be in place for an employee to be eligible/ able to work safely, efficiently, and professionally?

If we say goodbye to our office, where is our company registered?

Storage: when working remote/hybrid, where are you going to store everything?

## Productivity

What would be the impact on productivity if the team worked remote/hybrid?

Are we making time to check in with our workforce to ensure they are comfortable with their new working arrangements?

What actions will we take if we find that some of our teams are struggling with the new working arrangements?

How do we keep our teams engaged if they are working from different locations i.e. working from home versus working on site?

How do we deal with employee challenges regarding differences in treatment of staff working from home when others have to be on site?

What process do we have in place to ensure that our team are clear on their goals, objectives, targets, and deadlines?

What consideration have we given to exploring tools that will help us maintain a high level of productivity?

## Cohesion/ Collaboration/ Culture/ Creativity

What processes do we have in place to ensure that our communication methods are consistent for home workers and office/ site staff?

What measures do we have to ensure staff are engaged with what is happening generally in the wider organisation?

What mechanism exists to obtain regular feedback from all staff noting that staff working from home may have different comments to those working on site?

How open are we to receiving such feedback? How do we plan to respond?

How do we amend our recruitment process to integrate assessment of competencies needed for successful remote or hybrid working and cultural fit?

What is the cultural impact of our team working in a hybrid/ agile way?

## Wellbeing

Do we need to be clearer about how and when employees take annual leave to ensure they are regularly taking holiday and a break from work?

Do we need a lone working policy that is suitable for homeworkers?

Do we need to adapt how we approach and manage sickness absence?

Have we considered making provision in terms of mental health support and train more employees in Mental Health First Aid?

How do we stop employees burning out?

How do we create boundaries between work/ home life?

## Leadership

How comfortable are we at leading our team remotely on a permanent basis?

Have we considered the impact of the “new normal” way of working and how that affects our leadership style and skills?

Do we need more coaching and/ or training as a Leader to support our team?

How do we refine the lessons we gain from working differently and how does that affect our organisational or leadership structure?

How will we deal with resistance for a remote working strategy and how are we going to address this?

## Pay, Reward & Recognition

Tax implications for the employee – use of a home office – is it up to the employee to claim directly from HMRC?

Does this impact the basic pay for new starters?

Should we structure our pay and reward differently?

Does this change the employee benefits that we provide currently to our employees? e.g. is a season ticket loan still applicable? Is a car allowance still applicable?

How do we have to manage any regional differences in salary going forward?

How do we recognise employees virtually?

## Learning & Education

How do we train and educate our workforce? Face to face/Online balance?

How do we identify what learning styles work best in a remote environment?

How do we promote and support individual development in a remote environment?

What grants / schemes might be available?

How do we make the most of coaching and mentoring?

## Recruitment, Talent Aquisition & Retention

Working from home/remotely requires a different mindset and approach. Does this alter the psychometric profile we look for in prospective new employee?

How do we assess this in our recruitment and selection process?

Would working hybrid be more appealing and enable a more geographic-wide recruitment process?

What process do we have in place to induct, onboard, and train our new staff remotely?



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