

The Vertical Communications Telework Toolkit

*Guaranteeing Employee Productivity
With the Right Tools*



What’s a teleworker? A teleworker can work from home or other location where they can maintain what the CDC calls social separation. A teleworker has the tools needed to continue doing their job when working from home. This includes the ability to engage in key modes of communication like voice, video, meetings, collaboration, chat, etc. It also includes the ability to access all critical applications.

Use the chart below to see how ready you are to move your workforce to teleworker status during this crisis. Look for the gaps in critical applications and capabilities and build your plan to address them.

Unified Communications

Check each category you use today (and what product handles each).

	Voice	Chat	Video	Collaboration	Meetings (voice/video/ sharing)
Which services can you offer to teleworkers with little to no effort right now?					
Which services are you certain are secure when used by teleworkers?					
Which services can you easily troubleshoot if teleworkers have problems?					
Which services do you need to record?					
Do you have a way to do that for teleworkers today?					
Which of these services have analytics for teleworkers so the business has accountability?					

Other Applications

Catalog what applications each team in your organization needs to do their job. Put them into a column to the right (Replace Application A with MS Office, for example).

	Application A	Application B	Application C	Application D	Application E
Can each of these applications be accessed by all team members when teleworking? (if partially, yes enter a percentage)					
For applications that are not available, what methods can be used to make this available? (VPN, Remote desktop, cloud service?)					
What steps need to be taken to make this happen?					
Is each application data secure in motion and at rest for teleworkers?					
Are there critical feature gaps when teleworkers use this application?					
What steps will you take to address the gap?					

Assistance Needed

	Yes	No	Can Handle Internally
Does your team need training on transitioning to remote meetings?			
Do some or all of your managers need help enforcing remote accountability?			
Does your team need training on teleworker capabilities?			

If you see gaps that you can't fill, then Vertical Communications may be able to help. Call us today for a free consultation.

www.vertical.com



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