

# How To Keep Your Employees Engaged and Productive When Working From Home

As we continue to adjust to working from home, here are top tips to help your remote employees remain productive and engaged.



## 1 Build Communication Channels



- Host Internal Meetings Via Video Chat
- Encourage Communication Via Instant Message Feeds
- Set Up Weekly Meetings To Check In With Your Teams

## 3 Offer Support



- Provide Leadership With The Resources They Need To Keep Their Teams On Track
- Be As Transparent As You Can About Company Happenings To Instill Confidence
- Check In With Your Adjusters To Ensure They Are Up-To-Date On Your Pharmacy Program Offer Training With Your PBM If Needed

## 4 Show Your Appreciation



- Thank Employees For Individual Contributions
- Recognize Team Successes
- Host Regular All-Hands Meetings To Review Company Wins

## 2 Offer Flexibility



- Allow Flexible Hours To Help Employees Balance Family, Childcare And Work
- Ask For Weekly Progress Updates To Ensure Workflow Remains On Track
- Establish Time Tracking Methods

## 5 Provide Professional Development



- Work On Development Plans With Your Teams
- Tackle Long-Term Projects Or Programs That Can Add Value To The Organization
- Provide Educational Materials That Could Benefit Your Teams In Learning More About Their Roles And The Industry