

Low cost/No new cost strategies to build a modern work environment

INVEST IN PEOPLE	ENABLE MOBILITY	GO PAPERLESS	INTEGRATE TECHNOLOGY	CHANGE YOUR SPACE
Give autonomy – freedom and discretion in one’s job	Start the conversation with managers – experiences, fears, concerns, and successes	Have a coach to help others part with paper	Provide employees with technology based on how they work – cell phones, laptops, tablets, softphones, desktops, and desk phones	Engage employees in a future vision and a representative work environment
Create trust	Take the Supervisor training – Mobile work	Prioritize time for the team to part with paper	Install Wi-Fi in your space	Take a tour of different workspaces
Provide flexibility	Give it a try – start with yes	Set up a digital file system – content management solutions	Install Skype for Business (Skype)	Surplus unused furniture
Coach, give on-going feedback and recognition	Set clear expectations for employees – communication, performance, availability, and responsiveness	Send digital documents before meetings	Install Virtual Private Network (VPN)	Desk sharing/office sharing among mobile employees
Identify career growth opportunities including leadership roles	Align policies (state vehicle use/ telework/ infant in the workplace) with direction toward more mobility	Display documents on screen during meetings instead of printing handouts	Institute stipends for use of personal devices	Eliminate walls between individual workstations to create team space
Create and sustain an inclusive and diverse culture	Pilot mobile work	Ask employees to Scan important documents regularly and then recycle	Buy more server space for digital files	Provide choice – design around how people work
Manage by performance	Enable existing mobile technology with remote access tools – VPN and Skype	Implement digital signature authorities	Develop applications for paper processes	Create mock-ups for all to use
Communicate often and be transparent	Utilize Mobile device management	Empty file storage and remove physical storage	Incorporate technology in meetings spaces	Pilot different configurations
Inspire people	Adopt the mantra that work is what you do, not where you do it. Communicate that mantra.	Bundle scanning needs for large project	Eliminate desktop phones and substitute mobile devices or Softphones on computers	Convert offices into shared teaming space