

HOW TO SECURE YOUR REMOTE WORKFORCE

Tips from ES&A Attorneys Sam Sneed and Greg Lau

IT

Change is hard.
You can make it happen with
planning and **collaboration** in two key areas.

HR

DEFINE NEEDS

Identify gaps & opportunities in
Technology tools & systems



Identify gaps & opportunities in
Workforce skills & workflows

SOURCE

Procure help & resources in
Appropriate tools,
Services & service providers



Procure help & resources in
Qualified personnel,
Outside service providers

ONBOARD

Introduce your workforce to
New systems & tools



Introduce your workforce to
New systems & personnel

IMPLEMENT AND TRAIN



IT and HR together implement cybersecurity policies and train leadership and personnel on:

- Acceptable use of devices and systems
- Information lifecycles, classification & handling
- Incident response & breach notification

IMPROVE PERFORMANCE

Plan for regular check-ups:
Patching & repair,
Phasing out old tools,
Cleaning out "shadow IT"



Plan for regular check-ups by:
Setting goals & incentives,
Counsel & coach,
Discipline & termination

MEDIATE CONFLICT

Support and navigate
disagreements between
users and their tech



Support and navigate
disagreements between
your personnel

RESPOND TO EMERGENCIES



IT and HR together prepare for and respond to worst-case scenarios by:

- Protecting people, systems, and information from harm
- Ensuring business continuity during a crisis
- Directing clean-up, remediation, and future prevention



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