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Reliable Green

Compendium for SMEs



Module 6: Administrative Management

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In this module, you will learn...



- ✓ Effective administrative processes and their application in remote working setups.
- ✓ Remote administrative tools and technologies specific to the green economy.



In this module we will emphasises the need for understanding theoretical foundations, practical applications, and remote administrative tools and technologies.

By focusing on workflow optimisation, resource allocation, and communication structures, organisations can achieve operational efficiency, maintain productivity, and effectively manage teams.

By embracing administrative management tools and techniques for Remote work, organisations can achieve operational excellence and contribute to a more sustainable future.



*Start by
watching this
Video*



Alternative link: <https://youtu.be/PEUofM1Hz6U>



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Effective remote management requires clear expectations, regular communication channels, fostering a positive work culture, providing adequate resources, using project management tools, setting clear communication guidelines, encouraging autonomy and trust, prioritising regular check-ins, promoting work-life balance, and continually improving and adjusting remote management practices.

By focusing on outcomes, promoting autonomy, and ensuring a healthy work-life balance, remote management can lead to a more productive and engaged workforce.

Regularly assess remote management practices and seek feedback from your team to ensure continuous improvement. By implementing these strategies, you can create a productive and engaged workforce that contributes to the company's overall goals.



Administrative management tools suitable for SMEs that can help with remote work



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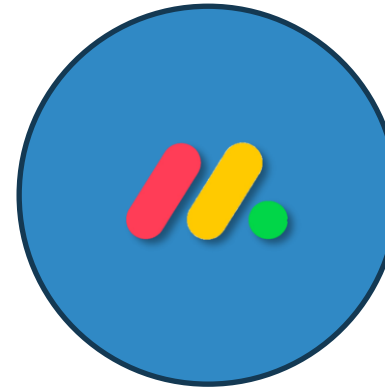
Asana

Helps manage and track projects, tasks, and deadlines



Trello

Provides a visual approach to task and project management using boards, lists, and cards



Monday.com

Enables team collaboration, task tracking, and project management.



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Slack

A team communication platform for real-time messaging, file sharing, and integration with other tools.



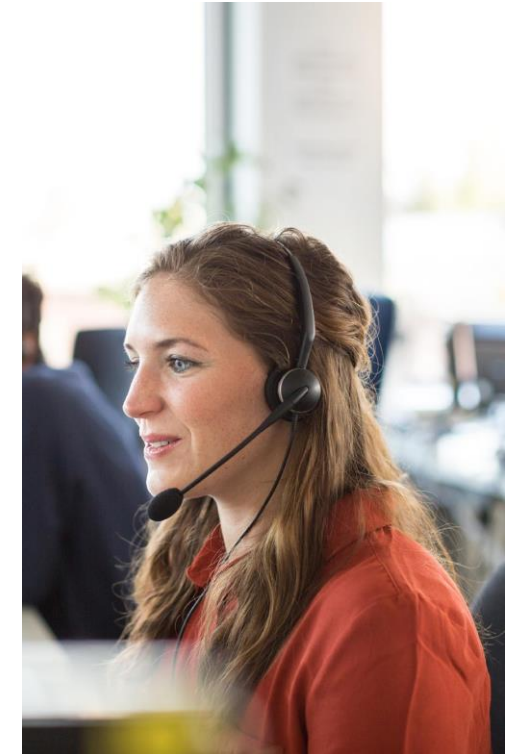
Microsoft Teams

Offers chat, video meetings, file sharing, and collaboration features for remote teams.



Google Workspace

Provides various tools like Gmail, Google Drive, Google Docs, and Google Meet for communication and collaboration.



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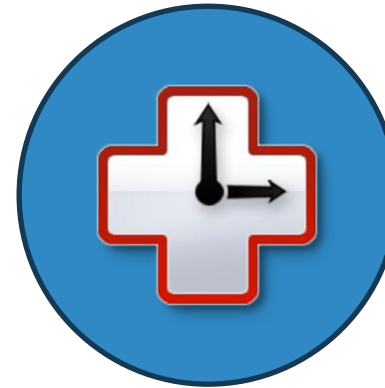
Toggl

Tracks time spent on tasks and projects, helping measure productivity



Harvest

Enables time tracking, expense management, and team scheduling



RescueTime

Monitors and analyses computer usage to track time spent on different applications and websites



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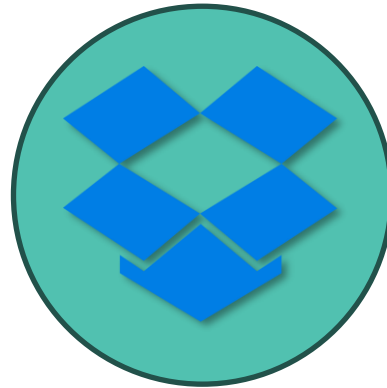
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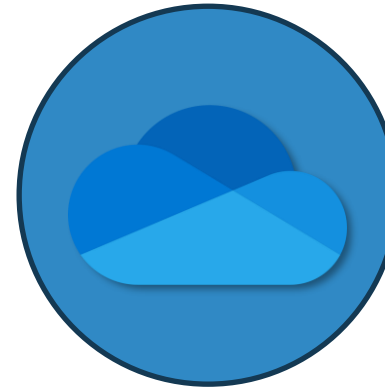
Google Drive

Offers cloud storage and file sharing, allowing teams to collaborate on documents in real-time



DropBox

Provides secure file storage, sharing, and collaboration features



OneDrive

Microsoft's cloud storage solution integrated with the Microsoft 365 suite.



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BambooHR

An HR software that includes employee management, time-off tracking, onboarding, and performance management features



Gusto

Assists with payroll, benefits administration, and HR management for remote teams



Zoho People

Offers HR management, attendance tracking, and employee self-service features



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Following these steps and tools develop a clear and comprehensive remote administrative management document for your company with:

- ✓ One Project Management Tool
- ✓ One Communication and Collaboration Tool
- ✓ One Time Tracking and Productivity Tool
- ✓ One File Sharing and Storage Tool
- ✓ One HR and Team Management Tool

Explore different tools than the ones mentioned on this module and choose the ones more suitable for your company.



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