

Simone Janson (ed.)

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Working Efficiently in the Home Office

Organize stress free digital communication successful
together in a network, agile project management, team
spirit motivation psychology

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Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT**, **Süddeutsche**, **personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at <https://best-of-hr.com/press/>.

Renowned experts from various fields - overview in the table of contents - have compiled their expertise and experiences to provide you with valuable insights and advice, practical and condensed. As a reader, you will also receive working materials as part of your book purchase, which you can download for free at <https://best-of-hr.com/academy/>. In addition, workbooks are available to help you reflect on the inspirations from this book.

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Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Briefly and concretely this is your benefit from this book: You support certified climate protection projects, quickly receive compact information and checklists from experts as well as access to AI extensions and the possibility to individually live your inspirations as an experience. Because the challenges in the home office are immense - for employees as well as companies. First, jobs and digital structures must be created that also enable unofficial communication so that employees are not isolated from important information. But the motivation and personal responsibility of the employees is also put to the test in remote work, for example when it comes to working without distractions or giving yourself a break.

You will receive valuable resources through this [unique publishing concept](#) that will enhance your knowledge, stimulate your creativity, and make your personal and professional goals achievable. This allows you to discover new ways, expand your thinking, and improve your skills to experience success. You will receive concrete advice, proven methods, and strategies to overcome challenges and overcome obstacles. By providing specific action steps and practical guidance, you will learn how to define your goals and develop plans to progress step by step. The clear structure and our special, highly detailed table of contents support you in quickly finding the desired information and implementing it directly into practice.

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Under the motto *Information as desired*, we also provide you with exactly the information you have been looking for. The book also includes an e-course with a worksheet for you to work through, which you can receive for free as a reader in our Academy at <https://best-of-hr.com/academy/>. You can find out how to access it in the book's conclusion.

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So you see: from cost savings to access to knowledge and education, to the opportunity to experience and live your own successes, to inspiration for entrepreneurial activities, and the possibility to earn money with our publishing house - reading our books can provide you with financial benefits in various ways.

Virtual Leadership and HR Management: "It's all about people"

// By Roswitha A. van der Markt

There is a big problem with virtual collaboration: we are and remain social beings. "How does leadership work in such an open structure when I don't see my people?" ask superiors. "How should you perceive my performance?" the employees want to know. There are answers for that.

Cultural quantum leaps in corporate culture

For many companies in Germany, cultural quantum leaps can be made here. Leadership in itself does not become easier in the virtual world - and is not obsolete, especially in a culture of trust. It is neither about laissez-faire nor loss of control. Rather, in a culture of trust, "human understanding" on the one hand and personal responsibility on the other hand become the key to good leadership and work in the digital world.

Leadership becomes a serving leadership, providing support and support to the employees, a framework of values, a framework and the necessary orientation that we humans need as social beings to be perceived and appreciated.

Borders must disappear

This is necessary precisely when internal and external borders as well as local and global boundaries disappear, and we have to adapt to a completely fluid working environment, a constantly changing organization, oriented to projects and processes. A partnership-based communication on the basis of mutual trust, a valuable feedback culture creates clarity about work styles, diversity, goals and growth potential.

When used wisely, collaboration tools not only help to moderate virtual team meetings, coordinate goals, integrate results and solve problems together, but also to get to know and exchange personally more closely via online forums, chat rooms, project wikis and social media. Ultimately, however, it is about the "art of leadership", really good leadership and communication at eye level.

Virtual Leadership - the king's discipline of employee leadership

The entire management process is becoming more complex and varied. You work with the best in your field worldwide. These experts are "knowledge workers": "Knowledge workers act autonomously and manage themselves, they define their

tasks themselves." (Peter F. Drucker). That is why leading virtual teams is one of the supreme disciplines of employee management.

The role of the manager changes from the position of status and direction to one **"Primus inter Pares"** as a project manager or process owner, who, due to his personal standing, has no problem integrating himself again into a team in the next project. The manager serves the team as a coach, enabler, mentor, facilitator, who promotes the self-responsibility of the members and moderates efficient cooperation.

"Wordpress respects its employees as adults." (Scott Berkun)

The decisive factor for success is the selection of the "right" employees. Employees who like to work in unstructured environments, deal well with ambiguities and continuous instability, and above all can organize themselves.

"Adult" employees know how to motivate themselves, get their tasks under control, set priorities and when or where they can perform best. In the virtual team, everyone must be able to manage themselves well, set goals and deadlines, find their own rhythm of work.

Trust is the basic prerequisite

People with a high degree of self-discipline and self-organization therefore have an easier time in open structures. They act like independent entrepreneurs and take responsibility for themselves and for the company. Your teammates and managers can rely on them. The methods used to achieve the agreed results are up to you. "Letting go" instead of control.

Trust in the willingness to perform and the result orientation of employees and colleagues is the basic prerequisite for virtual work to be successful.