



**PHILIPS**

Dictation

eBook

Empowering remote teams

# 5 things to do today

Working outside of the traditional office has been a growing trend for many years, and shows no signs of slowing down. In fact, remote work has expanded by almost 400% over the past decade, according to a recent [report from GetApp](#).

With organizations increasingly offering flexibility in where and when employees work, it's important that they look at how to optimize their support for geographically dispersed teams. Here we explore five actionable ways to do so.

# 1

## Leverage cloud innovation

The right cloud technology helps with quick onboarding and intuitive, frictionless adoption – both vital to successful remote work, especially across teams that need to integrate multiple systems and processes. For example, [Reminger Attorneys at Law](#), a firm with 400 employees across 14 offices, needed a dictation solution that would let them keep pace with their client workload while their teams transitioned to working remotely. With Philips SpeechLive, the firm onboarded 80 percent of its workforce in 72 hours, and its full staff within just one week.

Another firm, Atlanta-based [Hall Booth Smith](#), was also able to get its staff up and running quickly by implementing SpeechLive, partially due to the solution's cloud-based structure. With no software to install, employees simply needed a browser to execute, transfer and file dictations.

# 2

## Get integrated with mobile

It's important to remember that "remote" work doesn't necessarily mean "work from home." Rather, teams need to access the same functions they utilize in the office or from their laptops, whether they are out on appointments, traveling or even on vacation. In today's on-the-go world, the agility to work independently or collaboratively is largely dependent on robust mobile capabilities. Applications for integrated voice note capture, document creation, and secure file sharing and storage, are just a few ways that advanced technology can turn mobile devices into a powerful anytime/anywhere assistant.

# 3

## Look for opportunities to automate

One of the most substantial ways an organization can support employees, who may have personal tasks to attend to while working remotely, is to automate steps in processes wherever possible. This can significantly reduce administrative burdens from team members and facilitate smoother, more efficient workflows. In the case of the [Hall Booth Smith](#) team, the Philips SpeechLive solution helps move dictations through the queue more quickly by automatically notifying transcriptionists by email when new recordings are available (instead of having to open and check an application). The solution also helps the team mitigate duplicate work by locking a file when another team member is working in it.

# 4

## Shore up security measures

Because cybercriminals are becoming increasingly sophisticated, so too must protections against them. This is especially true regarding remote work as employees often use their own internet connections and devices for business purposes. It's crucial that organizations choose technologies designed with multiple security layers – such as end-to-end encryption, cloud-enablement and password protections – as a first line of defense. Standardized policies and practices, regular training and testing for all employees, and role-based restricted access to sensitive data or applications are equally important for a multi-faceted security posture.

# 5

## Continuously collaborate, continuously improve

Finally, the value of consistent evaluation and open dialogue with solution providers cannot be overstated. With any technology provider, engage a consultative subject matter expert who will listen to and learn the needs of your organization as real-life users incorporate new solutions into their work routines. In working with both Reminger and Hall Booth Smith, the Philips team brought flexible, agile technology to the table, but the engagement with these firms did not end with the solution's installation. Through ongoing feedback and creative thinking, the Philips team helped customize and evolve the SpeechLive solution to enhance the teams' experiences and help them work their best while operating remotely.

**Interested in learning how you can support your remote teams?**

Go to [www.speechlive.com](http://www.speechlive.com) to learn more on how to improve digital collaboration with speech-to-text solutions.

