



# Hybrid Work Considerations: A Cheat Sheet for Small Business

**Remote work**, once considered the exception rather than the rule, is here to stay. Many companies are adopting a hybrid model that can fundamentally change and improve their business. But is this a good idea, or will it only make things more complicated? Let's look at some of the pros of hybrid-remote work, while also taking into consideration some of the hidden "gotchas."

## The Pros of hybrid work



**57%** of small businesses see themselves dividing their time between the home and being on-site<sup>1</sup>

Many executives view a hybrid workplace as "the best of both worlds." Employees can spend a couple of days a week in the office to improve accountability and company morale, but they can still enjoy the flexibility of remote work throughout the rest of the week. Hybrid work means less travel and expenses, and it often allows employees to be more productive.

## Employees should be able to communicate anytime, anywhere

**93%** of small businesses say video communication will be a key part of the business in the future<sup>2</sup>

One of the biggest difficulties of hybrid work is filling gaps in communication. It is important that all employees feel connected, included, and empowered. Video conferencing, collaboration, and secure calling has become an IT requirement for businesses of all sizes, especially small businesses. The right suite of collaboration tools can simplify and support productive work whether employees are at home or in the office. Your team should be able to work in multiple modes (voice, video, web, messaging) all in one place.



## Factor in security everywhere

**58%** of small businesses see security as one of their biggest challenges for the future<sup>3</sup>

For small businesses, security is a must-have, not a nice-to-have. Employees often need to share sensitive information. Look for collaboration tools that are secure with protected file-sharing and built-in security for mobile meetings. You need strong encryption, compliance visibility, and control to protect the privacy of both the data in use and in transit. Whether employees are at home or in the office collaborating with others, their data must remain secure.



## Secure, reliable connectivity is a must

**51%** increase in online business interaction<sup>4</sup>



In this connected world, your business depends on a secure network more than ever before. You need to stay connected to your suppliers, your employees, and of course—your customers. Design your network with reliability, flexibility, and security in mind. Many networking products will not deliver the reliable communications your small business needs. In addition, some do not offer security or encryption needed for transactions. Or they may not be able to handle changing volumes of traffic. And this is a big one for small businesses, it should be simple to set up. You may not get any product or technical support.

## Next Starts Now

Cisco Designed solutions make it easy and cost-effective for your small business to work your way. We can work with you to identify the best technology choices and services so that you can work your way. Now IT is simple, flexible and affordable. And "the office" is anywhere you securely log in.

**Let's get started today.**

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