**Best practice**

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| **Title of Good practice** | **Out of office - Guide to establishing a successful remote culture** |
| **Keywords (meta tag)** | Smart working, remote work, remote culture |
| **Provided by** | IDP |
| **Language** | ENGLISH |
| **Best practice** | |
| [ToggI](https://toggl.com/) is a software to make time tracking painless for the entire team and boost the team’s performance.  The platform has produced a guide aimed at establishing a successful remote culture; the latter sums-up all the values of the company and affects, therefore, every aspect of the business, including the morale of remote workers.  The ToggI’s guide represents a precious tool for digital team leaders or for the digital entrepreneurship’s support system in general, since it collects the following practical information and tips (each of them representing a chapter):  Chapter 1 – The pros and cons of becoming part of a distributed team  Chapter 2 – Building distributed teams: everything you need to know  Chapter 3 – Hiring remote talent: how to set up a successful remote hiring pipeline  Chapter 4 – Growing your remote team: how to onboard new members and set expectations  Chapter 5 – How to make remote teams work: Culture is crucial  Chapter 6 – How to lead a great remote team: the importance of letting go  In the guide are also collected some best practices adopted by different companies, like practices for stress’s relief, team building or team management in general. | |
| **Reference Link (if any)** | <https://toggl.com/out-of-office/> |
| **Type of material** | BEST PRACTICE |