

Technology enables corporate culture shift and change management

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Major Awards and Corporate Recognitions

The dynamic profile and business strategy of the company have been reflected by various awards and certifications

Winner
Microsoft Partner
2019 Partner of the Year
Greece

2019 Microsoft Partner of the Year for Greece

Office Line was recognized for demonstrating excellence in innovation and implementation of **Azure cloud solutions**. The company has received this honor among **2,900** participants from **115** countries worldwide.

Awarded for excellence
by Microsoft



Lifetime customer value in Azure

During Microsoft Summit '17, Microsoft recognized **Office Line** as a "**Lifetime Customer value in Azure**" for its catalyst influence and adoption on azure cloud solution.

Gold
Microsoft Partner
Microsoft

Microsoft Gold Partner

Office Line holds several Gold Microsoft certifications for its outstanding performance and influence in deploying cloud solutions and applications. The company holds **7 Gold** Microsoft competencies.

Digital Transformation
enabler 2017



Digital Transformation enabler

During Infocom awards '17, **Office Line** was recognized as a "**Digital Transformation**" enabler for its robust growth and leadership in the Digital Era.

Business
Excellence
Awards
CIO Bulletin 2019
Top 30 Growth Companies

Top 30 Growth company

CIO Bulletin magazine recognized **Office Line** as one of the **Top 30 Growth companies** in "30 Business Excellence Awards '19" for the robust growth, profitability and business transformation to a Global service provider.



ISO 9001:2015

Office Line is a certified **ISO 9001:2015** organization adopting a corporate mindset for deployment of business innovative practices and customer satisfaction, in compliance with international business ethics.



Gold Cloud provider

During the Impact Bite awards '18, **Office Line** was named as a "**Gold**" **Cloud provider** for delivering cutting edge cloud solutions. The company was chosen as the "**unique**" cloud provider being recognized in the name of innovation and business success.



ISO 27001:2013

Office Line is certified with the leading information security standard **ISO 27001:2013**, ensuring and maintaining an information security management system within its business methods, establishing a secure and qualitative framework in compliance with international business ethics.

CIO Applications TOP 25
CLOUD
SOLUTION PROVIDERS - 2018

Top 25 Cloud solution provider

CIO Applications Europe magazine at issue '18 recognized **Office Line** as one of the **Top 25 European Cloud solution providers**, for driving innovation and business transformation by implementing cutting edge cloud solutions. The company accomplished to rank among the most distinguished European IT firms.

Office Line Solutions Pillars



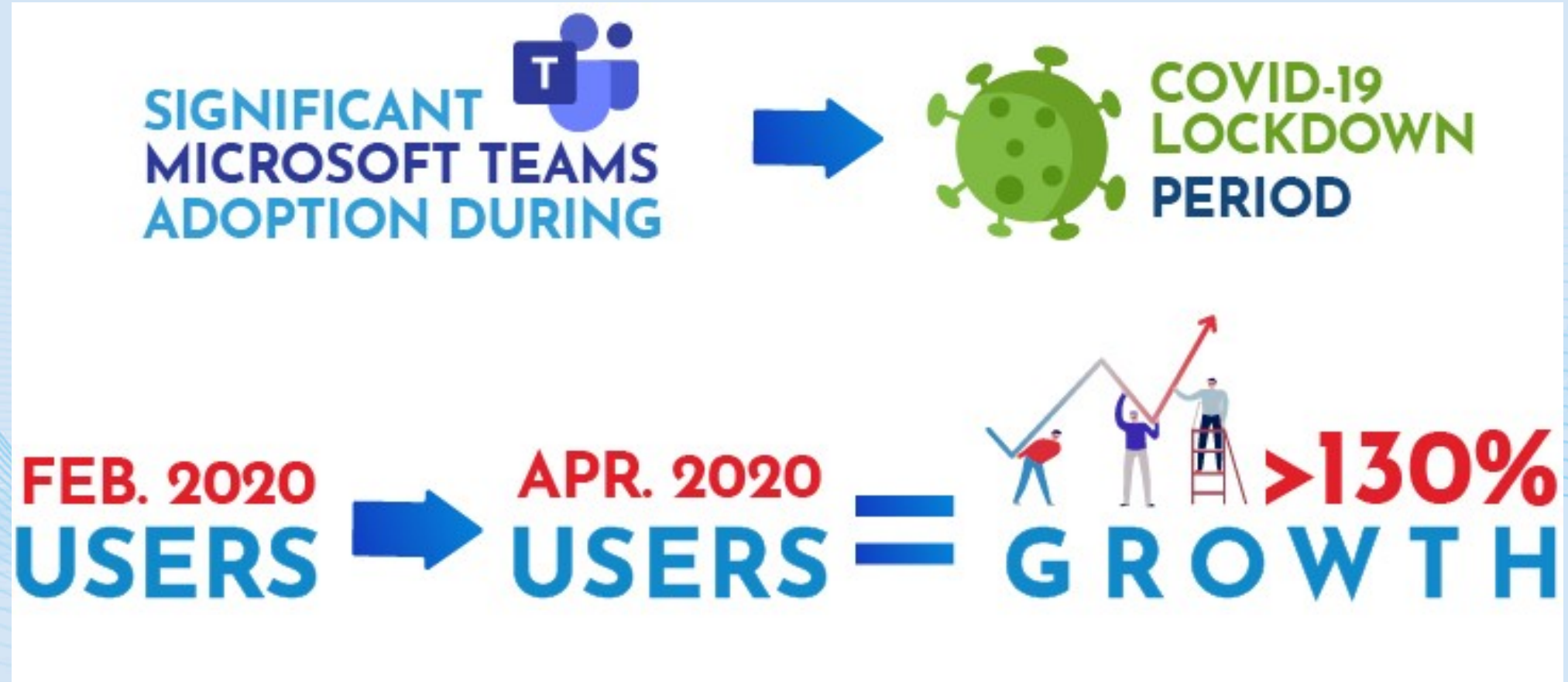
**MODERN
WORKPLACE**

**CLOUD,
INFRA &
APPS**

**CYBER
SECURITY**

DATA & AI

TEAMS ADOPTION DURING LOCKDOWN



Working from home is not easy 😊



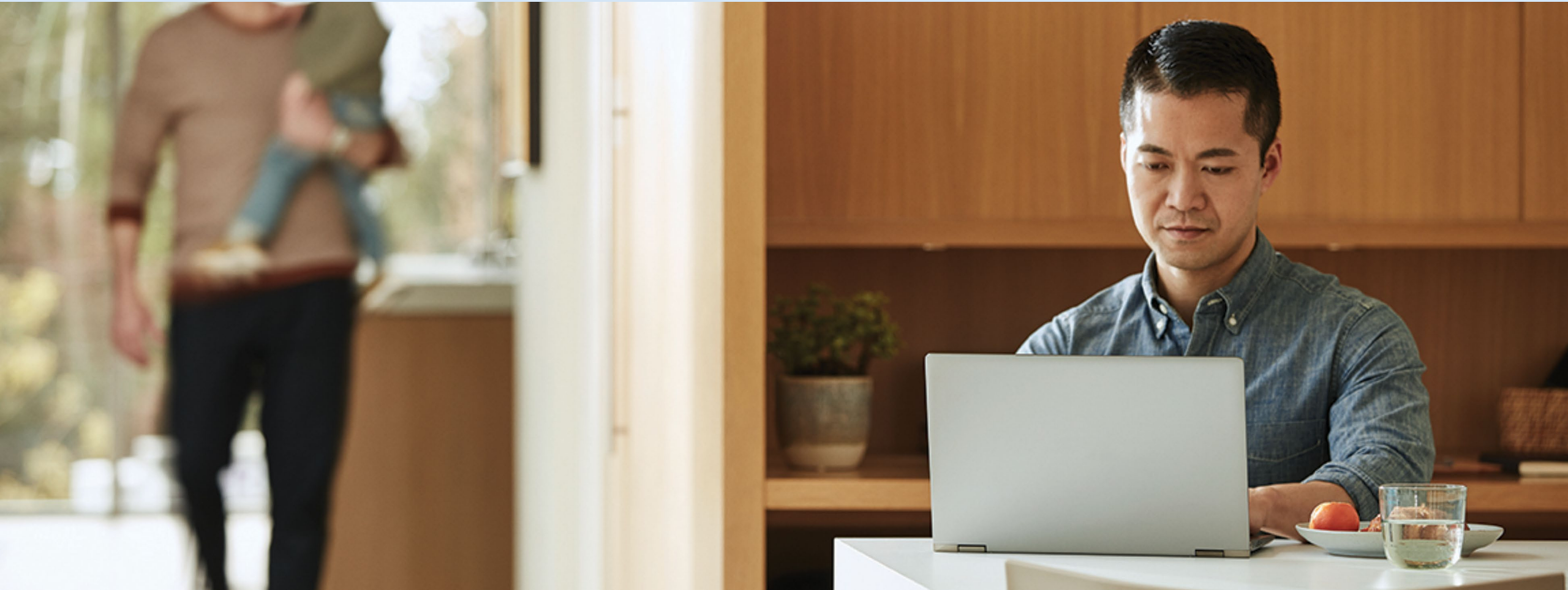
Set up
your workspace



Stay connected
to each other



Manage your time
and well-being



Set up your (physical and virtual) workspace

Set up your physical workspace

Take the time to set up a workspace that is safe, comfortable, and where you can work effectively.



A safe and secure space

Find a safe space to work—good ventilation, proper lighting, good ergonomics, and comfortable furniture are just a few things to consider.



Minimize distraction and disruption

If possible, aim for a space with minimal distractions (noise or clutter) and disruptions. We realize this can be challenging with others home as well during this time.



A place for equipment and materials

Identify a 'work base' where your equipment and materials can remain undisturbed, even if you shift locations during the day.

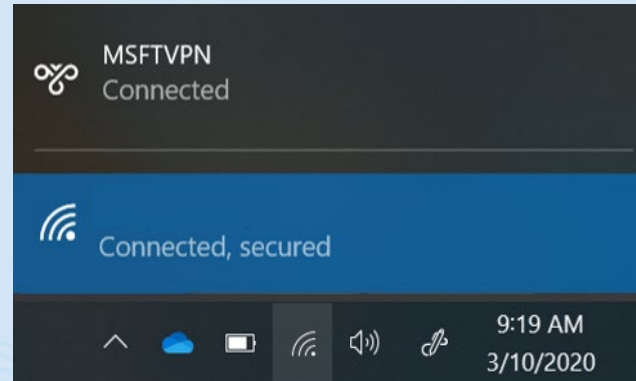
Set up your virtual workspace

Continue to collaborate and be productive from wherever you might be working.



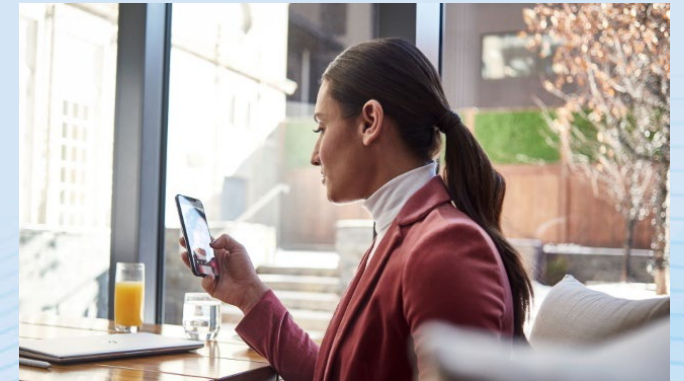
Use your best connection

A wired network connection is best, if possible. When using a wireless connection, consider your distance from the router and obstacles in between that can affect your connection quality.



Think secure, be secure

You can use many apps and sites with a standard internet connection. To securely access internal resources and work with confidential data, you might need to connect on corporate network.



Mobile when you need it

Installing the apps you need on your phone is a great alternative when your local internet is experiencing high usage that affects your connectivity.



Stay connected to each other

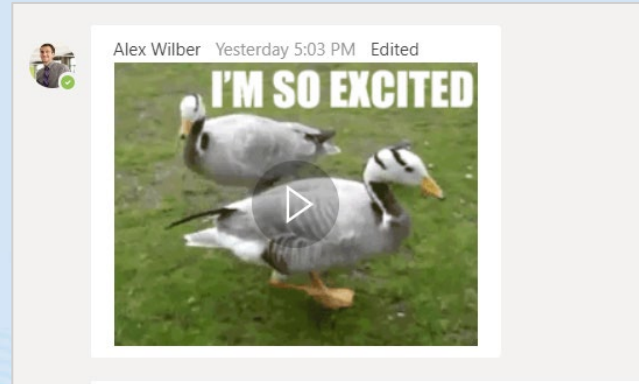
Communicate

There are many ways to stay connected while working from home.



Communicate often

Make it a habit to connect frequently with your colleagues and stakeholders. Open a Teams channel for ongoing conversations or start a shared document to share progress updates.



Make space for fun

Use a Teams channel dedicated to fun—share news, pictures, and stories. Try a GIF, sticker or emoji to express yourself.

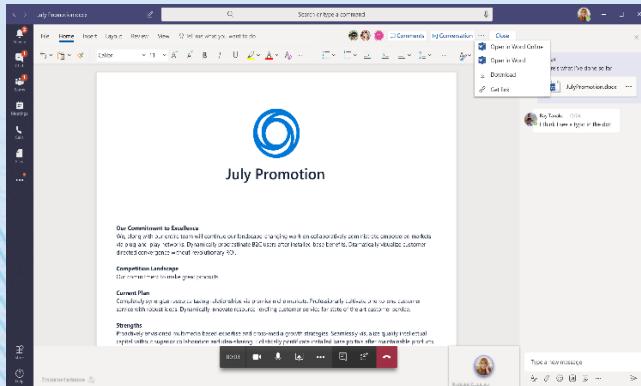


Virtual 'water cooler'

Make up for missing hallway talk or connecting in the kitchenette or café by using chat messages or calling. Set yourself a reminder to check in with people regularly.

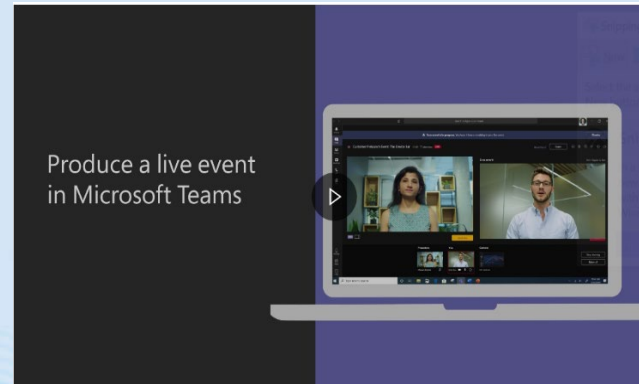
Collaborate

Don't miss a beat by using technology to connect and collaborate regardless of location.



Ideate and iterate—real time

Share the content your audience needs to see with screen sharing, and work to edit in real time with coauthoring in Teams. If you need to brainstorm, use Whiteboard in Teams as a digital canvas for your ideas to come to life.



Switch to digital events

Keep your events on the books with Teams live events that allow you to broadcast video and meeting content to large online audiences. This can be used for anything from a team all-hands to external forums.

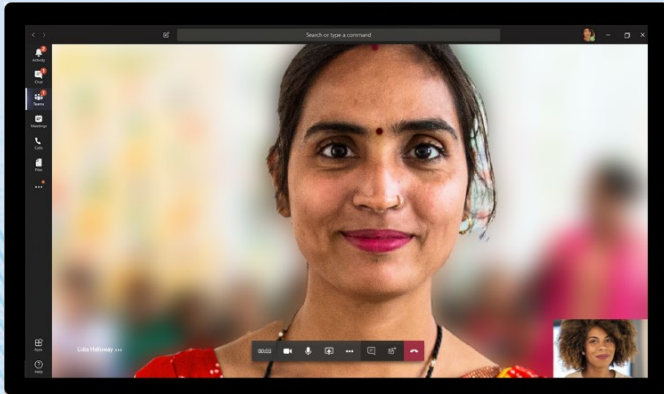


Virtual 'huddle'

Quick meetings are effective at getting everyone on the same page quickly. Schedule a quick call with your collaborators to get the same impact of a quick in-person connection.

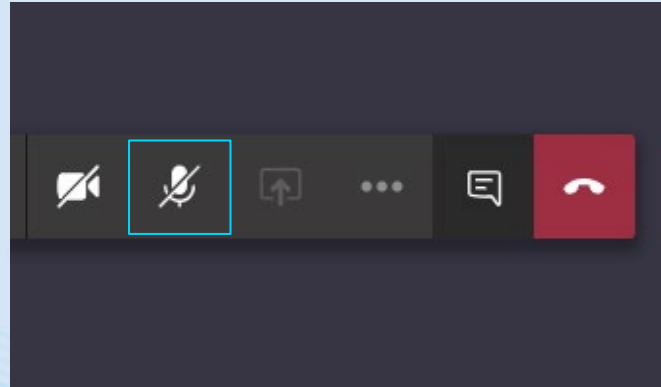
Lead inclusive online meetings

As you move your meetings online, take these steps to make them productive and welcoming for everyone.



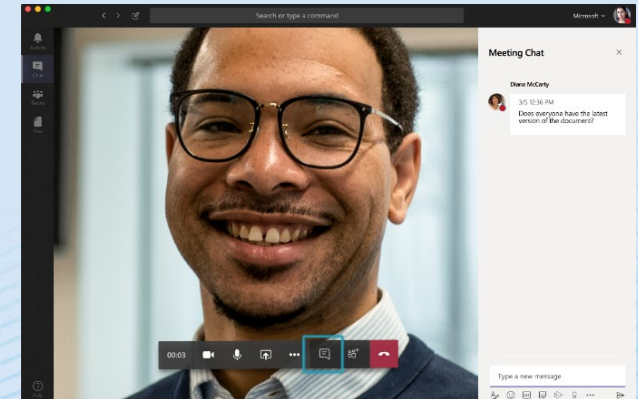
Be present and respectful

Limit multitasking during meetings. Turning on your video can show that you are paying attention and allow you to focus on the person or people on your call. Blur your background to reduce distractions.



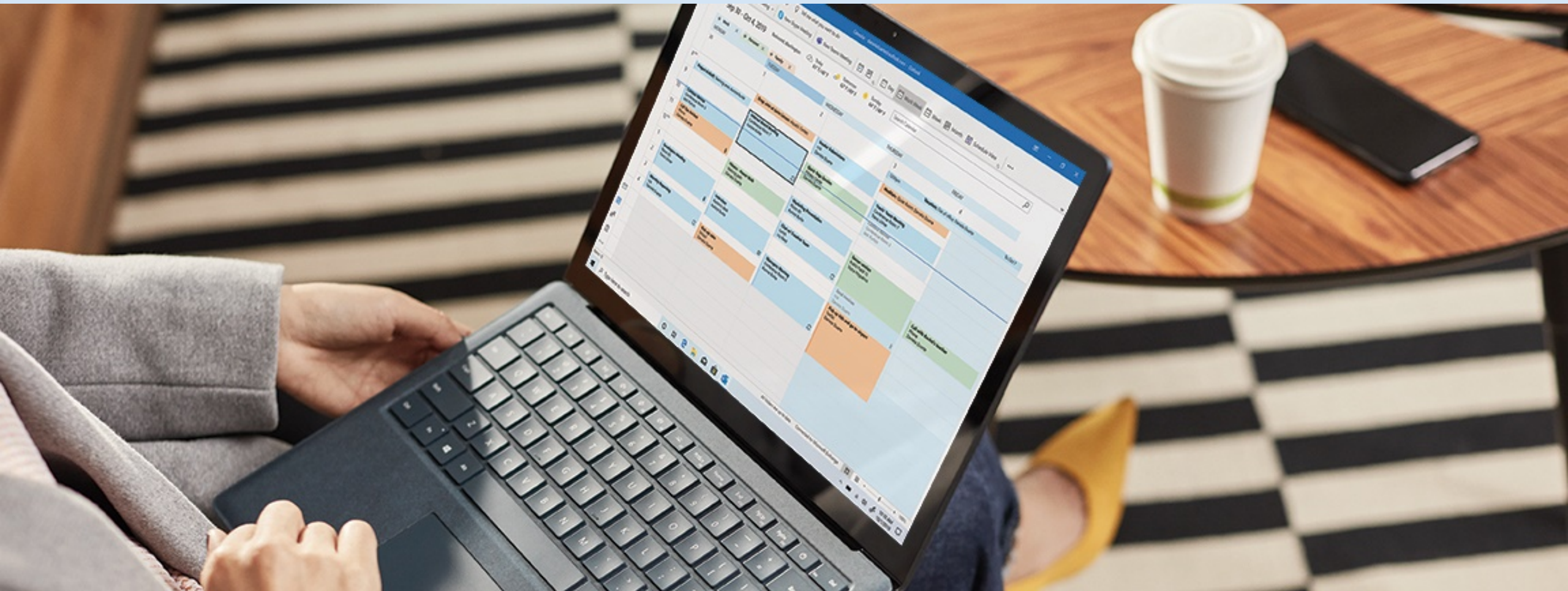
Pause for others to speak

It can be hard to find space to speak in a meeting, and even harder when everyone is virtual. Make sure there's time and opportunity for all voices to be heard.



Monitor meeting chat

People may not feel comfortable breaking into the conversation or may be having technical difficulties. Check the Teams meeting chat often for comments.



Manage your time and well-being

Take care and be mindful

In challenging circumstances, we need to remember to take a step back and focus on our health, wellness, and mindset.



Don't forget to take breaks

It can be difficult to remember to take breaks. Use your calendar to turn meals and breaks into appointments so you get regular reminders. Block time on your calendar for exercise and fresh air—or just time to step away from your workspace.



Work-life harmony

We recognize that while working from home you may need to occasionally redirect your time and energy to your loved ones. Continue to access available support options, caregiver benefits, and leave, as needed, to find the balance you need.



Check-in with you (and others)

It's important to check in with yourself and be mindful of how you are feeling. Anxiety, loneliness, and other feelings are perfectly normal, and we have resources to help you take care. Be sure to check in on others within your community.

Role of the manager

Managers play a key role in the success of their teams, especially during times of uncertainty and change.



Lead by example

Model the work from home habits in this document. Be a positive example of the guidance, and make sure to reinforce inclusion. Check in with your employees, ask for perspectives, and identify any areas for improvement.



Support in new ways

Help each person create their best and most productive work from home environment. Understand any business continuity concerns of your team and support their efforts at working in new ways. Be curious and ask questions that empower employees to find their own solutions.



Frequent check-ins

These are unusual times with unanticipated challenges and may require more frequent check-ins. Students may be out of school. Be sure to manage expectations, offer support, and take time to understand the unique needs of every employee.



Protect your
Identity



Protect your
Data anywhere



Secure your
Modern Workplace

PROTECT YOUR PEOPLE



THANK YOU!

 **Office line**
envision . empower . evolve
Office Line S.A.
Digital Transformation Solutions

