



8 TIPS FOR MANAGING REMOTE TEAMS

Managing employees and teams working remotely requires many of the same management skills you use with co-located teams. In addition, you will want to pay special attention to your communications, working agreements with employees and stakeholders, as well as technology/system access for your team.

1. BE PREPARED



Make sure your employees have the technology and system access they need to work remotely and are comfortable using it.

2. SET EXPECTATIONS & GOALS



Talk with your team & each person about expectations (yours and theirs) of working remotely. Create working agreements & goals to encourage accountability & measure success.

3. KEEP CONNECTED



Continue team meetings and 1 on 1s, check in throughout the day to ask if they need anything. This may look different for different employees depending on their needs & experience level.

4. TRUST YOUR EMPLOYEES



Trust your employees just as you would if they were in the office & manage accordingly. Great employees will still be great employees when working remotely!

5. CHOOSE TECH WISELY



Use Zoom, with video, for meetings when possible. As appropriate, continue to connect via phone, email, Skype, MS Teams, etc.

6. KNOW YOUR TEAM



Identify team norms and encourage positive cultural aspects. For example, some teams are very collaborative – find ways to continue that virtually.

7. BE MINDFUL OF BOUNDARIES



Working remotely does not mean working 24/7. Identify, discuss, and respect boundaries such as “office hours.”

8. ADAPT AS NEEDED



Periodically review working agreements and modify as needed to ensure work is getting done and employees stay engaged.