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 your, and their, expectations 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 WebEx, with video, for meetings when possible. As appropriate, continue to connect via phone, email, Jabber or Google Hang Outs, 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.