



Managing Remote teams successfully will be more important now than it ever has been before.

You may now have some if not all your team working remotely.

Here are some quick tips on helping you lead a remote team

Daily check-ins

Engage your remote workers on a daily basis through some kind of communication. Use multiple channels to communicate. Then, plan a regularly scheduled meeting. Constant interaction and engagement will help remote workers feel included and important

Stay focused on Goals not activity

Instead of focusing on activity or hours worked, focus on the outcomes and measure your team accordingly

It is important to manage expectations and stay focused on goals, concentrate on what is being accomplished

Take advantage of Technology

Make sure your remote team has what the need to operate, this includes how to use video conferencing Skype / WebEx etc. people need to feel comfortable with their Tech to be the most productive

Be Flexible

Understand that, especially in the current environment, your team has a lot going on. That's not an excuse for not getting things done, but it is a reason to reconsider what productivity really means.

Regular work hours are also probably out for many people. Instead, trust your team and give them the freedom and flexibility to get work done on the schedule that helps them be the most productive

Manage Expectations

Help your team figure out what they should do, and create realistic expectations for their work. By the way, "managing expectations" applies to you as a manager as well. Set yourself and your team up for success by clearly stating both the tasks and the reasons behind them, and help your team understand exactly how you will measure success

Make time for small talk

It's easy to just talk about what needs to get done and jump off your call, end your chat, and get back to work. Sometimes this is exactly what is needed if you're on a tight deadline, however if that's all you do you are missing out on a critical part of management

Tailor your feedback and communications.

People can be more sensitive if they're feeling isolated or anxious, so take this into account when talking or writing. Communicate regularly, not just when things go wrong, whether it is information, praise or criticism

Share information

Without physical 'water-cooler conversations', opportunities to pick up information in passing are more limited. Share *appropriate* updates or learnings from other meetings and projects and invite your team to do the same

Try not to cancel a one to one

One of the fastest ways to lose engagement on your team is to regularly cancel one to ones, yes you may need to reschedule but never cancel. Pick a time that works for you. Schedule them on your calendar make that time sacred