

# 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

Decide together as a team the technology that works best for you to stay connected. As appropriate, continue to connect using email and via phone.

## 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.