

Ten Tips to Effectively Manage Teams Remotely

As more of us are working from home and in isolation during this pandemic, we need to consider how we do this most effectively. These are our top tips to help you manage your teams and / or employees who are carrying out their roles remotely:



1. Agree ways of working – make sure everyone knows how you will work together, how you will communicate and how often
2. Keep the big picture visible – remind your team of how their work enables your organisation to meet its objectives, and if they can't do their usual tasks, see if they can assist others to meet team goals
3. Set clear expectations – communicate the results expected from your employees and then trust them to deliver, without micromanaging their activities
4. Provide the necessary resources – including equipment, training, coaching and a virtual open door to allow them to adapt to working remotely
5. Have a team huddle – a great way to replicate the workplace environment is to set up a daily, virtual huddle. Check in on each other's wellbeing as well as workload – it can be quick but should be regular
6. Continue meetings – for continuity and to maintain a feeling of structure, continue with 121s and team meetings
7. Share information – set up new ways to share information and learnings, as opportunities to do this in passing are limited when we aren't all working in the same place
8. Consider your communication style – people can be more sensitive due to feelings of isolation or anxiety so bear this in mind with your communication style, both written and spoken
9. Listen more & clarify – we all know that words account for only 7% of our communication, so we all need to listen more and ask questions when we aren't face to face
10. Encourage social interaction – providing opportunities for your employees to interact socially will increase rapport, ease communication around work and improve your employees' general well-being.

Additionally, continue to record any absences due to annual leave or sickness absence in the usual way, as well as conversations relating to performance or other employment issues – although we are working in some new ways, there are still many things that remain the same.