

Best Practices For Managing Remote Workers

Leading and managing remote workers including those who now need to work from home due to the Corona Virus. Times are changing. Like it or not, the Coronavirus is changing the way we work. Today, more than ever, knowledge-based workers are being requested to work from home. Learn more about this topic and access more tools and resources from Facilitated Training.



Create A Team Culture

- ☐ Remote or not, it is critical to create a team culture, To do this engage with your team to for ideas to enable personal connection to occur within the team and broader business.
- ☐ This can be as complicated as setting a team charter to creating your own team hashtags #mememondays #virtualcoffeetuesday #winningwednesday etc.

Ensure Multiple Communication Options

- ☐ Don't under estimate the need for frequent communications. Remote team members cant just Stop by for a chat. Schedule times in your day where your are free to chat via Messenger.
- ☐ Or Slack or Other chat options. Equally encourage 'block out' or do not disturb times to allow time for the 'doing'. Communicate 25% more than you would in an office environment.

Set Clear Goals

- ☐ Articulate objectives clearly. Define what success looks like, Detail time frames & requirements needed. Leverage project management tools & ensure team members save / upload daily to a common drive.

Annual Hackathons & Team Planning Days

- ☐ A hack-a-thon is a period of time in which your remote teams comes together for a solid month of intense work.
- ☐ This time allows you to regroup, and plan the next projects In-depth for the upcoming year. Everyone has the ability to input ideas or throw up suggestions.
- ☐ Open dialogue during these events is crucial to their success, as it provides grounds for creative brilliance. Plus, it allows your team to interact face-to-face. forming more concrete bonds.

Ensure Your Team Has Access To Right Tech

- ☐ To ensure positive output from your team, it is critical for them to have the right tools.
- ☐ From quality headsets, to access to share drives via VPN, access to conference call and video conference facilities and reliable internet access.

Schedule Regular face to face meetings

- ☐ Schedule regular face to face time With your team members. One on one meetings can be conducted via video. Also schedule face time in person, for coaching, performance reviews & building relationships.

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