10 Best Practices for Managing Remote Teams

10 things you should do when managing a remote team, so that you get the best out of everyone.



Be Responsive and Available

- [ ] A lag in communication creates distance
- [ ] Make your virtual office more like a real office by responding quickly

Make Meetings Accessible

- [ ] Make sure mics and webcams work well
- [ ] Invest in technology arid tools for online collaboration and communication

Build Personal Connections

- [ ] Talking about life outside of work helps people feel more connected
- [ ] Learn what motivates each person

Treat Your Team Like They Are Local

- [ ] Give them as much access to you as possible
- [ ] Engage with them regularly

Trust Your Team

- [ ] Minimize uncertainty by setting up work-from-home guidelines for emails, text, and calls
- [ ] Allow remote workers to own or lead projects

Provide Feedback Channels

- [ ] Encourage feedback from remote workers
- [ ] Use online surveys, weekly sessions, and designated feedback meetings

Set up Topical Communication Channels

- [ ] Encourage virtual collaboration and •coffee-time' chats
- [ ] Consider both work-related and interest-based topics

Establish Communication Guidelines

- [ ] Arrange weekly formal check-ins
- [ ] Set guidelines for daily needs and make sure workers understand them

Connect Their Goals with Yours

- [ ] Workers are becoming more and more interested in learning and skill advancement
- [ ] Take an interest in your team's rife goals

Make Time for Fun

- [ ] Set aside time for socializing
- [ ] Fun things to setup include Virtual happy hours, trivia quizzes, and book clubs

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