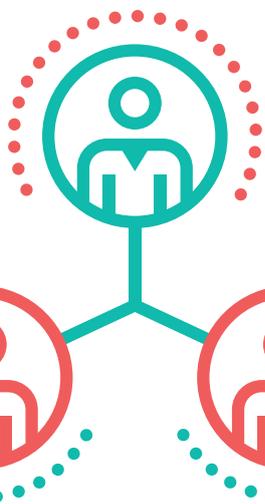


# TOP TIPS FOR MANAGING REMOTE TEAMS



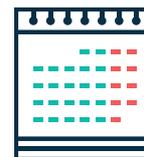
## Your policy:

Implement a home working or remote working policy. Issue this to your team. Make sure every team member is clear about how you will work together remotely, how you keep each other updated, and how frequently you will do so.



## Equipment:

Make sure team members have the equipment they need. Support any additional training they might need to work remotely. Make sure the systems are tested before remote working starts.



## Calendar:

Set up a dedicated calendar to show who is working and when – make sure this is accessible to all from their remote working facilities. Keep your calendar visible.

## Daily stand-up meetings:

This is essential for keeping connected as a team, to check in on each other's well-being and keep workflow on track. It doesn't need to be excessively long, but regularity is key.

## Support:

Remember this may be the first time for many working from home – it will take time to adjust. Make sure team members have the support they need. Maintain a virtual open door.

## Team meetings:

Continue these virtually if necessary and if possible. This will help maintain a sense of normality.

## Results:

Focus on results rather than activity.



## Well-being:

Make time for social conversations that would have occurred in the workplace environment. This will help maintain friendships and keep the channels of communications open. As this may be the first time remote working is implemented in your business, this will help alleviate feelings of isolation.

## Normal conversations:

Share appropriate updates or learnings from other meetings and projects and invite your team to do the same. Communicate often and concisely.



## Set expectations:

Be clear about mutual expectations and trust your team to get on with the work – trust them as adults to get the work done.

## Inject a bit of fun:

Some organisations are implementing some fun measures such as virtual coffee breaks, 'view from my new office' competitions, colouring competitions for the kids, and introducing pets, all of which can increase engagement and help any feelings of isolation.

