

Top 5 Tips for Managing Remote Teams



Provide Clarity, then trust your team to deliver

- Set aside some time to agree how you are going to work together in this new environment
- Be clear about mutual expectations, then enable your team to deliver
- Remind your team about the big picture and how they contribute

1

Communicate, Communicate, Communicate

- People may be feeling more sensitive in this new situation - communicate regularly with information, praise or constructive feedback
- Share information and encourage your team to do the same

2

Understand how your team is feeling

- Set aside time each day to quickly connect as a team
- Ask about how people are adapting to the new situation
- Listen closely and ask questions to clarify

3

Provide Support

- Make time for social conversations to ease feelings of isolation
- Make sure that your team have the support that they need
- Prioritise individual check ins with team members provide coaching where needed

4

Keep the Rhythm!

- Keep the routine of regular meetings to provide structure
- Consult the team on the best routines and timing to suit the virtual environment

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