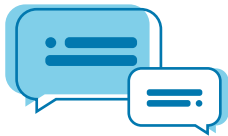


# Strategies for Leading Remote Teams

The impact of COVID-19 has led many employees to request a shift to remote work. For some leaders, a sudden shift in managing a remote team may be intimidating; however, there are a few relatively simple and effective strategies managers can implement to ease the transition. Below is an overview of tips and strategies to help leaders manage their remote teams:

## Establish a Work Schedule:

- Ask staff to submit their working hours and establish core working hours.
- Set clear expectations for response time and availability.



## Communication Cadence:

- Leaders should establish regular communications with their staff and team, such as:
  - Daily meetings.
  - Monday check-ins; Friday check-outs.
  - Weekly team meetings supplemented with 1:1 meetings.
- Leverage technology (e.g., Skype for business, [Zoom](#), Slack) to create a virtual workplace, host daily or frequent huddles, keep in touch, and maintain focus.
- Leave time at the beginning or end of meetings for non-work items.

## Clarify Expectations and Work Plans:

- Clarify expectations and provide remote workers with the appropriate work to do, amount of work, and performance expectations for their work.
- Establish work plans and productivity measures (e.g. progress emails, status reports, and deliverable trackers). See [Deliverables Progress Report](#).
- Focus on outcomes and achievements, rather than daily tasks.
- Provide frequent feedback where possible.



## Tools and Technology:

- Ensure staff have access to laptop/ personal computer, video camera, and headset/headphones.
- Determine if your staff require [remote access \(Citrix\)](#) in order to do their work.
- Consider other means of accessing files and tools, such as coordinating with a colleague who has access, or transferring key files while on-site.



## Enhance Remote Meetings:

- Add video conferencing links to all of the meetings in your calendar.
- Set meeting agendas for team meetings and share them with attendees in advance.
- Begin meetings with a virtual check-in or icebreaker.
- Give each team member time on the agenda to share updates/ask questions.
- Co-create your team's virtual meeting norms (e.g., no-multitasking, when to mute, and using webcams).

