

BEST PRACTICE IN MANAGING TEAMS REMOTELY

& Tips for Working from Home



PREP! CHECK OUT FREE- LINKED IN LEARNING COURSE.
 GET THE TECH READY & TEST FOR A DAY
 PREP YOUR TEAM

TECH!

WRITE DOWN THE IT HELPDESK PHONE NO...

- ★ CHECK OUT EXISTING TECH
- ★ BE CAREFUL IF USING NON-CORPORATE TOOLS

TEAM WHATS APP
 FB GROUP
 COLLABORATION
 MIRO
 ZOOM
 SKYPE
 GOOGLE HANGOUTS
 VIDEO/
 WEBINARS

BENEFITS

- ★ LESS STRESSFUL
- ★ COLLABORATION CAN BE BETTER
- ★ PEOPLE FEEL MORE PRODUCTIVE

TIPS

- ★ JOIN A 'GET STUFF DONE' ONLINE SESSION - 20 MINUTE SPRINTS - ACCOUNTABILITY
- ★ SET ASIDE 'WORKING SPACE' MY WORK STUFF → MY OFFICE
- ★ WORK FROM HOME 'RULES' & 'BOUNDARIES'
- ★ THINK ABOUT... LIGHTING, NOISE, LOCATION, DISTRACTIONS, WORK V HOME ... SWITCH OFF WITH A WALK?
- ★ GET OUTSIDE EVERY MORNING

MORALE

- ★ ONLINE HAPPY HOUR
- ★ SEND CARD OR GIFT IN POST
- ★ PIZZA PARTY!

MANAGING YOUR TEAM

- ★ COMMUNICATE... - EXTRA MEETINGS/TOUCHPOINTS UPDATES BY VIDEO CON
- ★ BE AVAILABLE & VISIBLE
- ★ MAKE TIME FOR INFORMAL CHAT



- ★ OPEN DIARIES FOR ALL
- ★ DON'T CANCEL 1-to-1'S
- ★ BRING PEOPLE ON TO CALLS
- ★ LEAD BY EXAMPLE & FOCUS ON DELIVERY ... BE CRYSTAL CLEAR...

MANAGING PERFORMANCE

- ★ CAN BE AWKWARD BUT ESSENTIAL...
- ★ BE SENSITIVE TO SITUATION...
- ★ BE CLEAR ON GOALS...

NEW HIRES

- ★ MAKE THEM FEEL PART OF THE TEAM!
- ★ BUDDY SYSTEM
- ★ LONGER 1:1'S
- ★ QUIZ or SKILLS SHARE
- ★ EMAIL & VIDEO INTRODUCTIONS
- ★ VIRTUAL INDUCTION



VIRTUAL INDUCTION