

## Top Tips for Managing a Remote Team

The pandemic is completely redefining the way teams communicate and work. To help you communicate and engage with your remote employees during Covid19, we've gathered 7 best practices for making remote working work well for your teams.

### 1. Define goals for remote workers

According to research, 39% of people working from home complete their tasks faster than those in fixed workplaces. However, in order to set them up for success, Employers have to set clear and measurable goals for their remote Employees. With remote teams – where communication is more challenging and things can get lost in translation – it's important to be crystal clear about their duties and responsibilities.

### 2. Communicate regularly

Setting up periodic video or telephone meetings are crucial to help everyone stay on the same page and understand what Employees are completing on a daily basis.

### 3. Empower your remote Colleagues

Remote workers want to be a part of decision making in companies that they work for. They want to have a word and be heard. Therefore, Employers should empower remote Employees to make their own decisions, communicate and implement new ideas.

### 4. Check in frequently and be proactive

As remote teams may feel disconnected, Managers who lead remote teams need to make themselves available. Frequent check-ins with remote workers is a great way to help them overcome challenges that come with remote work. Waiting for an Employee to speak up may be too late. In fact, many of them will never decide to raise a problem themselves. Frequently ask a simple question such as "How can I help you be more productive and feel more connected?"

### 5. Enable and encourage knowledge sharing

Knowledge sharing among Employees is beneficial for both company success and Employee development. For remote teams or Employees, fostering a culture of knowledge sharing is critical as they may have less opportunity for in-person knowledge sharing, or social learning. Luckily, modern technology solutions make knowledge sharing much easier even when Employees are located on the other side of the country or even the world.

### 6. Choose the right communication tool

Luckily, there are tools designed to overcome some of the communication barriers that remote work brings in to Organisations. Technological innovations simplify remote communication and team collaboration and give distributed teams just as much of an opportunity to be engaged, as teams who spend their days working between the same four walls. The key here is to make it as easy as possible for your Employees to keep up with the latest company updates and find all the materials and information they need without having to look for it.

### 7. Forget about email conversations

Remote communication can distort the normal pace of Employee conversations. How many times have you written an email and felt concerned about how it would land and if someone will read it or not? Emails should just not be the primary way of internal communications as there are now tools that offer instant communication in which information does not get buried.