

The background of the slide is a photograph showing four hands of different skin tones (light, medium, and dark brown) stacked on top of each other on a dark, textured wooden surface. The hands are positioned in a way that suggests unity and teamwork. The lighting is soft, highlighting the textures of the skin and the wood.

MANAGING A REMOTE TEAM

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INTRO: WHAT IS A REMOTE TEAM

A remote team refers *to a group of employees who telecommute to work from various locations spread across cities, countries and even continents.* The concept of remote teams has been around for a while but took on an increasingly important role once digital work applications, tools and ecosystems arrived.

3 PHASES OF TEAM MANAGEMENT

Preparation

Launch

Execution



Preparation

- Structuring work & roles
- Establishing communication norms

Launch

- Schedule & conduct launch meetings
- Confirm technology is functional
- Circulate minutes of meetings.

Execute

- Communications
- Meeting managements
- Performance management

CHALLENGES INHERENT IN REMOTE WORK

Lack of face-to-face supervision

Lack of access to information

Social isolation

Distractions at home

Enhanced issues with already existing silos

THE THREE C'S OF REMOTE LEADERSHIP

01

Clarity of expectations, goals, objectives and ways of working.

02

Communications formal and informal, using appropriate tools

03

Connection to maintain morale, team relationships, a sense of purpose and to minimise feelings of isolation,



TIPS FOR MANAGING A REMOTE TEAM

- *Schedule daily check-ins*
- *Over-communicate*
- *Take advantage of technology*
- *Establish rules of engagement*
- *Manage expectations*
- *Focus on outcomes, not activity*
- *Define the purpose of those outcomes*
- *Provide resources*
- *Remove obstacles*
- *Encourage remote social interactions*
- *Show flexibility*
- *Exhibit Empathy*
- *Mentor more than manage*

REFERENCES AND RESOURCES

- <https://www.forbes.com/sites/brentgleeson/2020/08/26/13-tips-for-leading-and-managing-remote-teams/?sh=5f6d5d0b577b>
- https://www.hr.admin.cam.ac.uk/files/managing_your_team_remotely.pdf
- <https://www.cuimc.columbia.edu/hr/sites/default/files/Managing%20Remote%20Teams--Best%20Practice%20Guide-CUIMC%20HR-Revised-2.pdf>
- <https://flexibleworkingpeople.com/>