Ten Tips for Managing Remote Team Members

The shutdown in March 2020 forced employers to quickly adopt remote work as a means to keep their businesses afloat. For some businesses, remote workers have become part of the norm and team leaders must adapt to effectively manage their remote employees.

As leaders make this transition, they also must be aware of the different factors that go into managing remote employees versus managing employees in the office. So, here are some tips for team managers based on the article, *10 Tips for Managing Remote Workers*, by SHRM that will help make the transition easier:

1. Flexibility and build connections: Remote work could affect typical work hours. Try to be open to flexible hours as long as work is completed on time and is of high quality. Build connections through chat channels and short virtual meetings to make remote workers feel like a part of the team.
2. Communicate: Establish a preferred method of communication so employees can express important challenges, deadlines and resources to increase transparency.
3. Track progress: Organize your team's weekly goals and structure work schedules, but avoid constant unnecessary check-ins to provide remote workers with the opportunity to get the work done.
4. Recognize success: Motivate remote worker's by recognizing them on chat channels or video conferences whenever exceptional work is done.
5. Listen: Actively listen to what your team has to say and adjust protocols accordingly based off this dialogue.
6. Be aware of stress signals: Look for signs of stress and recognize when it's time to discuss your concerns to mitigate them as much as possible.
7. Equip employees: Make sure remote workers have access to the equipment, online platforms and other collaborative tools to complete their work.
8. Express clear objectives: Keep remote workers engaged by firmly establishing their purpose.
9. Continuously enforce organizational values: Model the right behaviors, conduct ethical procedures, and build a core set of values to promote a positive working experience among remote team members.
10. Encourage innovation: Allow your team to share their experiences, which can help develop more effective working strategies in the future.