

# Managing Remote Workers



1. **Consider each individual**
  - Employees will respond differently to the transition of working from home
  - Connect with individually
2. **Assume trust**
  - Assume the best of your employees – trust them
  - Continue to build trust through your actions
  - Stay flexible
3. **Set goals**
  - Articulate goals and expectations
  - Set goals early and follow up often
4. **Set specific check-ins**
  - Set frequent check-ins with your team members
  - Include write ups, not just verbal discussions
5. **Established shared responsibilities**
  - Ensure the team is clear on who is doing what
  - Find ways to use the talents and strengths of all team members
6. **Create a no-blame culture**
  - With trust, employees feel safe to report issues or concerns in work process
  - Trust and safety will continue to develop strong beliefs in each other
7. **Establish work parameters**
  - What is the expected output of work? How will employees track progress?
  - How will you measure performance?
8. **Ensure technology**
  - What technology will the team need to complete their tasks?
  - Set the team up to succeed – consider company firewalls; saving and sharing files;
9. **Over communicate**
  - Share information frequently with the team
  - Check in and promote regular conversations
10. **Maintain positive relationships**
  - Gallup research shows links between a best friend at work and the amount of effort employees expend in their job
  - Build connections between team members – practice communication and collaboration