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Managing your team remotely



Tips for promoting a team culture that works

Most people are currently finding themselves in the position of working from home. For many of us, it's the first time we've had to work remotely. While we're getting to grips with this new way of doing our jobs, some of us are also leading teams who are out of the office and working apart for the first time.

While it's always a good idea to have clear remote working policies established in advance, the unprecedented circumstances of the coronavirus pandemic (Covid-19) has left little time for training and formal preparations. If you find yourself managing your team remotely for the first time, you may find the following tips helpful.

Tips for promoting a team culture that works



Establish a structured check-in

Daily check-ins provide teams with reassurance that there is an established forum to receive updates, ask questions or raise concerns. It's important they are at a regular time, so your team knows they are firmly established and consistent check-ins. Team calls work particularly well for groups that collaborate closely, while one-on-one calls might be better for team members that are working on individual projects.

Consider video conferencing solutions, like Zoom or Skype, so you can see each other and pick up upon visual cues to enhance conversations.



Utilise communication tools

Communicate frequently and ask for feedback to be sure everyone is working towards the same goals. Take good meeting notes and share summaries and action points with your team. Creating a work-in-progress document, that all team members can access and revise, may help to capture updates that you might normally hear in passing conversations.

Consider utilising collaboration tools like SharePoint, Microsoft Teams or Slack for less formal communications. Consult with your organisation's IT department to see what tools are available and always be sure they meet data security requirements before implementing with your team.



Set clear expectations

We really are in unprecedented times and you and your team might find yourself trying to balance additional family duties, caring for children or elderly relatives, with work commitments.

It might be helpful to agree on team-wide expectations around hours of availability, but some level of flexibility is also important. Be open with your team and let them know when you'll be away from work and encourage team members to let you and other colleagues know if they will be unavailable. Be clear about holiday and leave policies, particularly if they have changed.

Understand the workloads and pending deadlines of your team members and adopt an 'early and often' communication approach to ensure efficient workflow.

Consider sharing your online calendars so availability and workloads are clear across the team.



Celebrate wins!

Be sure to mark achievements, call out wins and celebrate success of individuals and the team. You can help ensure the visibility of the work and achievements of your team.

Consider encouraging your team to recognise each other's achievements. Use a peer recognition programme if your organisation has one or set up a team page to celebrate success.



Listen to feedback

While some team members may enjoy the solitude of working from home, remote working may be more challenging for others. Proactively ask your team members how they are finding the experience of working from home, listen to their concerns and show empathy towards their situation.

Listen to feedback to help pinpoint what is working for your team and what isn't.

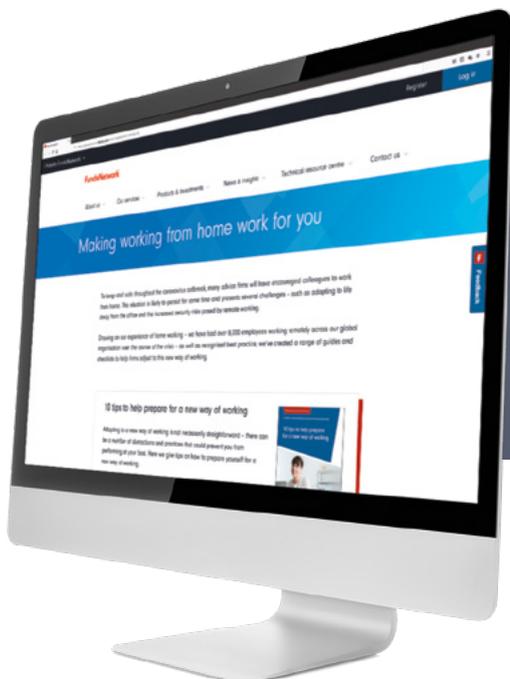
Consider resource guides, so your team knows how to access business tools and other resources to help them with their home working set up.



Encourage social interaction

At a time when we are implementing social distancing, not only at work but in the rest of our lives too, making time for virtual socialising is even more important. Relaxed conversations about non-work topics can boost team spirit and may help team members feel less isolated. Introduce your family, friends or pets on casual video calls.

Consider using group messaging tools for casual chat or create virtual catch ups through Microsoft Teams, start a channel where you can share personal updates and stories.



For more insights on how to make a success of working from home, visit fundsnetwork.co.uk/homeworkingkit

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