



Managing Remote Teams Job Aid

The world of work has changed in the past month. A recent article from the LinkedIn Talent Blog shares some valuable tips organizations can use to help managing a remote workforce.

Keep the line of communication open – create a “source-of-truth” handbook to keep everyone in the loop. Put the effort in now to document important process changes in a central location. This will minimize confusion and dysfunction.

Set up both a formal and informal communication plan – depending on the team size, create an “always-on” video conference room per team. Team members can come and go as they please. This creates a simulated in-office experience. It also shows intentionality around informal communication. This is an important element that occurs naturally in an office setting and you need to recreate this environment in a remote setting.

Don't hold back on transparency – leaders should not hold back any information. Everyone reacts to remote work differently, and not all homes are ideal workspaces. Employees will be expecting frequent updates.

Keep documentation and communication in one place – Whether it's using Google Docs, Microsoft Teams, etc. make sure that employees have easy access to important process, procedures, and the latest information. By proactively funneling communication to as few places as possible, you help reduce silos, fragmentation, and misinformation.

Have empathy to those resisting change – Cultural change, even if it is a temporary change, is a process – Humans naturally resist change. Leaders must meet this reality head-on. Create an all-hands approach to recognize the new reality. This will go a long way to helping empower everyone to contribute to the success of a remote work model.