

Leading remotely for the first time



Leading remotely calls for a different approach so take a few minutes to read through these practical suggestions to help enable your team to function effectively at a distance.

Agree some ground rules

for example response times for emails, keeping in touch, flexibility around working patterns. If it's not working talk about it.

Clarify goals/expectations

make sure everyone is clear about what needs to be achieved, the required and any standard deadlines to meet.

Keep everyone updated

share updates with the team in a timely way so everyone is in the loop and has the right information to do their job.

Don't rely on email

make sure you pick up the phone/arrange zoom calls and talk to your team regularly, don't forget to make time for non-work chat.

Role model positive behaviours

you set the tone as a leader and the team will take their cue from you, be mindful of the impact you're having.

Trust your team

let people demonstrate that they can be trusted to work remotely, but don't back away from having a conversation if you have any concerns.

Be there for your team

Offer encouragement and support, listen to them and acknowledge their worries and concerns, keep regular 1:1 reviews in place.

Work collaboratively

discuss with your team the ways in which you can still work collaboratively on work projects. What tools can help you with this?