

6 tips for managing your team remotely

1 Set up rituals

A remote team will work each at its own pace with the constraints of its environment. Avoid requests at any time of the day. **Manage your team in asynchronous mode by creating recurring appointments during the week:** team point, individual points, team presentation every two weeks...

Establish a well-defined framework where each of your employees can anticipate and manage without constraint or stress. But also to maintain the link with the teams and prevent employees from feeling neglected because of distance..

2 Organize your work

Define your priorities and precise and realistic objectives during your exchanges.

More than ever, keep track of your exchanges with your collaborators for remote monitoring: **Transform your exchanges into action plans.**

Benefits: Independent co-workers who know exactly what they need to do. Everyone is in phase and agrees on their priorities. Everyone can then organise themselves in their own way but in line with your objectives.

3 Follow your business with confidence

In order not to lose control, do not succumb to the temptation of micro-management. The more distrustful you are, the less motivation your team will find. So create a climate of trust: you trust teams to do the job properly, and they know it!

Control can be replaced by regular follow-up with your collaborator. **Define with your co-workers your expectations in terms of communication on their progress:** a weekly or bi-weekly report.

If you want remote teams to thrive, listen to their needs and maintain regular contact to exchange feedback in both directions and quickly identify their sticking points.

4

Co-build team reporting

Rather than imposing your reporting methods, it is better to co-construct the reporting with your team members. This reporting must be seen as a useful tool for them too and not as a tool to "police" their activity. **Adopt a circular and agile vision of reporting:** everyone has access to it and interacts in real time to empower the whole team.

Make your reporting a tool to motivate your teams. Together they mobilize to reach common objectives. And everyone finds their place in your business, and thus MEANING in their daily work.

5

Communicate and make your team communicate

The relationship between the teams must be stronger at a distance than in a direct relationship. **Be available** to exchange with your team but not too much. Don't be central in the communication, **encourage direct exchanges within your collaborators.** The members of your team must work together.

Encourage this interdependence by choosing a communication solution that allows working groups by theme, while giving each one precise objectives on the subjects. The use of these common workspaces makes it possible to give visibility on its progress, to ask for help, to comment and give your opinion. It develops collaboration within the team and makes everyone responsible for their role in achieving the objectives.

6

Develop team spirit

Develop social relationships between your team members. Take advantage of your communication tool to set up a global chat in which collaborators can dialogue, joke, exchange on other subjects, propose ideas... In this way, recreate the **discussions at the "coffee machine"** to encourage cohesion and team membership. This is essential to motivate the team and facilitate remote collaboration.