

TIPS FOR MANAGING REMOTE TEAM MEMBERS



When team members are working remotely, you need to manage them differently. These simple guidelines can help you get the best work from your team.



BE AVAILABLE AS MUCH AS POSSIBLE.

Let them know they can reach out to you with questions or concerns throughout the workday.

MAKE SURE THEY HAVE WHAT THEY NEED.

That may include access to sites and software, guides, instructions, checklists and more.



PROVIDE REGULAR, DETAILED FEEDBACK.

Don't hesitate to let them know when they're doing well — and when they need to improve.

STEP IN TO RESOLVE DIFFERENCES.

Team members don't always agree. Be ready to address issues quickly to move the work forward.



SCHEDULE TIME TO TALK FACE-TO-FACE.

Regular video chats are a great way to strengthen connections and provide encouragement.

HELP THEM SEE THE BIG PICTURE.

Be clear about how the work they're doing fits into specific projects and the team's role as a whole.

