8 Tips for Managing Remote Teams

Managing employees and teams working remotely requires many of the same management skills you use with co-located teams. In addition, you will want to pay special attention to your communications, working agreements with employees and stakeholders, as well as technology/system access for your team. Click to view the Teleworking Agreement.

**1. BE PREPARED**
Make sure your employees have the technology and system access they need to work remotely and are comfortable using it. Managers send all requests to: helpdesk@ncat.edu

**2. SET EXPECTATIONS & GOALS**
Talk with your team and each person about expectations of working remotely – yours and theirs. Create working agreements and goals to encourage accountability and measure success.

**3. KEEP CONNECTED**
Continue team meetings and 1-on-1s, check in throughout the day to ask if they need anything. This may look different for different employees depending on their needs and experience level.

**4. TRUST YOUR EMPLOYEES**
Trust your employees just as you would if they were in the office and manage accordingly. Great employees will still be great employees when working remotely.

**5. CHOOSE TECH WISELY**
Use Zoom, with video, for meetings when possible. As appropriate, continue to connect via phone, email, Skype, MS Teams, etc.

**6. KNOW YOUR TEAM**
Identify team norms and encourage positive cultural aspects. For example, some teams are very collaborative – find ways to continue that virtually.

**7. BE MINDFUL OF BOUNDARIES**
Working remotely does not mean working 24/7. Identify, discuss and respect boundaries such as “office hours.”

**8. ADAPT AS NEEDED**
Periodically review working agreements and modify as needed to ensure work is getting done and employees stay engaged.