# emtrain<sup>®</sup> Effectively Manage Your Remote Team

Adapting to the New Norm



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# How to Effectively Manage Your Remote Team: Adapting to the New Norm

As working from home is becoming a forced reality for organizations across the globe, it's important that we maintain strong lines of communication and continue to build company culture in healthy and innovative ways. Managing employees from the other side of a webcam can seem like a daunting task, but with some diligent daily practices and a healthy amount of transparency, the transition to working from home can be an opportunity to build new relationships and improve productivity. Follow these rules to stay connected with your team and help keep everyone on track.



#### Get into a cadence

Working from home can be isolating, so it's essential that your employees feel seen and heard.

- Try to have a daily check-in with your team.
- Shoot off a message to everyone first thing in the morning, and have a wrap up at the end of the day.
- Set firm stop times and create room for breaks.





#### **Open communication is key**

Open and honest lines of communication will provide the visibility your team is looking for and encourage productivity.

- Give your team a chance to tell you what projects they're working on and share any roadblocks they're experiencing.
- Try to gain an understanding of the various environments your team members are working in.
- Simply ask them how their day is going to create an open and safe dialogue.



#### Turn your webcam on!

You're working from home; you might be in your pajamas, perched in your comfy chair, or sprawled out on your living room floor.

• Try to put aside pretenses and come to the understanding that we might not look our best on these days and not everyone has an in-home office.

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- Getting some virtual facetime is extremely important when connecting with employees and maintaining strong lines of communication.
- Encourage your team to turn their webcams on during meetings and remind them how this removes a barrier in communication.



#### Start a collaborative project

With easy access to collaborative tools through Google Drive, Microsoft Office, or Adobe Suite, we can work together when we are apart.

- If your team members typically work independently of each other, try to start a collaborative endeavor that gets people working together towards the same goal.
- Teamwork can shrink the gap remote work creates.



#### Set attainable goals

Staying productive at home can be a real challenge for many employees and managers.

- First-time remote workers may need an adjustment period given all the distractions of working from home.
- Provide your team with some leeway, but also set some attainable goals.
- By setting smaller goals that all lead up to one ultimate achievement, you can keep your team productive and also provide them with a much needed sense



#### **Practice empathy**

During trying times, everyone's experience is different. Remember that regardless of yours or your loved ones' vulnerability levels, there are others around you, such as co-workers and their loved ones, who are in a vulnerable position.

- Be empathetic: put yourself in others' shoes and consider how their perspective might be different than yours.
- Be mindful of each other, and don't make assumptions.
- The coronavirus threatens all humans, and confinement threatens sanity, so let's all work together to create a healthy, remote workplace culture.

If you are still having a difficult time keeping your remote team on track, ask the Emtrain experts for advice, or join the conversation in our LinkedIn Community.