

How Supportive of My Teams Am I?

When managing remote teams, it is essential for you to make sure that team members feel they have enough support from you. This questionnaire will help you assess if you are providing sufficient support for your employees.



Task

- Answer 'yes' or 'no' to each question. Any information in support of your answer should be written in the 'Notes' column. Any actions that you think that you need to take should be noted in the 'Actions' column.
- By the end of the questionnaire, you will have collated a list of information and actions which will help you provide the right platform for your employees.
- A printable version of this questionnaire is available in **using the button at the top of this page.**

Section 1: Day-to-day support

Question	Yes	No	Notes	Action
Have I made my diary available to team members?				
Do I schedule regular call time with all team				

members?				
Do I speak to each team member on a regular basis?				
Do I visit each site I am responsible for regularly?				
Do I maintain pre-agreed contact levels with team members?				
Do I regularly check if team members feel they receive enough support from me?				
Do I follow up issues remote team members bring to me in a timely fashion?				

Section 2: Regular support

Question	Yes	No	Notes	Action
Do team members know the next time they will see me?				
Do I spread my time evenly between team				

members?				
Is a process in place for team members to quickly request and receive 1:1 time with me?				
Are team members aware of weekly/monthly/quarterly reporting deadlines and structures?				
Do I update my team on all current developments within the project/organisation?				
Do I participate in teambuilding and social events with team members?				

Section 3: Unplanned support

Question	Yes	No	Notes	Action
Am I flexible in my schedule should emergencies arise at various sites?				
Am I supportive of remote workers during times of stress or extra work pressure?				

Am I available to dedicate extra time to an employee who may be struggling in their role?				
Do team members have someone else to support them if I'm not available?				

Image Credit: Flickr [cheetah100](#) (accessed 05 November 2014).