

Top Tips for Managing a Remote Team

Rethink your workplan and adjust it for remote working

TRUST your team to do the job they have been employed for and don't micro manage

Choose the right business tools to support you

Ensure you have set out clear goals and expectations

Convey Company Values and instill culture

Set up informal coffee/tea breaks online

Check the team has the right skills to work online - if they don't ensure the training need is met

Treat your team with respect

Provide Timely feedback

Check your Biases

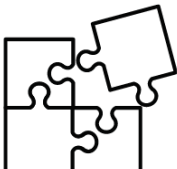
Create a team charter
Set Boundaries
Agree Ways of working

[Click Here](#)

[Links to Remote Feedback](#)

[Click Here](#)

Actions for Managing a Remote Team

TEAM DEVELOPMENT	THINGS TO THINK ABOUT	ACTIONS TO TAKE
COMMUNICATION 	• What is working well within your team currently? • What are your current challenges with communication? • Do you have regular team huddles? • Remember "Keep the Rhythm"	
TEAM AND INDIVIDUAL OBJECTIVES 	• Does the team have clear team goals that are well communicated? • Does each team member have individual objectives? • Providing clearly defined individual objectives will help your team member understand how their achievements contribute to the team's and organisation's success	
AGREE WAYS OF WORKING 	• Review the teams ways of working. Use this time moving out of the pandemic to create a team charter to refocus. • A team charter; - Creating a clear, shared vision - Developing clear roles and responsibilities - Improving communications - Clearly defining milestones and goals	
PERFORMANCE MANAGEMENT AND LEARNING 	• Do you have clear goal setting in place? • Do you make time for individual and group feedback on performance? • How do you recognise achievements and praise a job well done? How could this be improved? • Are your team learning new skills? • Are there any knowledge gaps you need to address?	
TEAM WELLBEING 	• As a team can we introduce some boundaries we can all agree to support the teams wellbeing? • Do you bring up wellbeing in your 1-2-1 meetings? • Coffee catch ups online	

Reflections

WHAT 3 THINGS ARE GOING WELL

WHAT HAS BEEN CHALLENGING

IDEAS TO MAKE IMPROVEMENTS

ANY OTHER NOTES

Designing, Delivering and Evaluating Learning and Development Provision

BMBM7001

Assessment 1

I am an Employer HR Delivery Partner for Chwarae Teg. I support and work with SME businesses in policy writing and training management teams. The resource I have developed supports are new webinar on 'Managing remote teams' that will be launched shortly with our clients. Due to the current pandemic and many organisations now permanently shifting to home working and remote teams, Clients have asked for specific training on how to effectively manage their teams.

This resource will be sent out after the webinar training session and follow up support is provided on a one-to-one basis with clients and participants. The document provided is a template to use which they will be able to further adapt to suit the needs to their business. The point of need resource will allow them to rethink how they are managing their teams and adapt to a different and more suitable way of working. This document will also support new managers in being able to have a step-by-step resource to follow to understand how to effectively manage their team remotely.

The majority of the clients I work with have learning needs such as dyslexia and find reading full length documents difficult to comprehend and implement. This document has been designed to be easy to read and follow with a step-by-step guide. The document can be printed or completed electronically. There is also a hyperlink to further reading included.

This Key information Document will be sent out after the webinar session via email. When we can return to face-to-face learning, the participant will receive a hard copy and electronic version. We are also currently developing a Moodle site, where this resource will also be available.

The effectiveness of the resource can be evaluated in the follow up support meetings held with the Employer Partner, as well as a programme evaluation that is completed after 9months. The reflection element is included so that managers can review the documents effectiveness as they are using it and make changes should they require to before a meeting can take place. It also allows for their own development and can be included in their own performance evaluations.

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