

# LEADING IN A REMOTE ENVIRONMENT

## Establish a structure and ground rules

- Make your expectations around working hours clear.
- Flexible work hours may allow your team to be more effective.
- Leverage the Outlook or Teams calendar system to make your schedule visible.

## Commit to using the proper technology

- Agree on what is best for your team's overall productivity.
- Refer to the NDIT site which is stocked with great info and tutorials.
- [www.teamnd.o365support.com](http://www.teamnd.o365support.com)

## Communicate frequently and across channels

- Communication in a remote environment needs to be more frequent than what is needed in a traditional setting.
- Increase meeting frequency within reason. don't go overboard: too many meetings can do more harm than good.
- Use channels such as phone, email, 1:1 meetings, group meetings, Microsoft Teams, video, etc.

## Be gracious

- Stress and anxiety change the way we communicate.
- If people are shorter or sharper in their communication with you, please do not take it personally.
- We are working in high stress conditions with external factors that are likely to trigger increased anxiety. These conditions can have significant health effects both mentally and physically.

## Be extra diligent in workload management

- Give team members shorter assignments.
- Leverage visual project management tools such as Microsoft Planner in Teams or Trello
- Practice daily/weekly workload management (see attached template)
- Get creative on work assignments to vary daily activity
- Maintain a growth mindset by outlining and intentionally committing to professional development opportunities
- Consider assignments that require teamwork or team bonding virtually

## Establish accountability teams

- Develop emerging leaders by asking them to lead a project
- Accountability teams can serve as peer to peer development opportunities

## Highlight the positives

- There are many upsides to a remote culture.
- Increased flexibility
- Comfortable/relaxed environment
- Unique team building opportunities through creative use of communication tools available.