



Leading Remote Workers

Make the Most of a Difficult Situation

When working from home, good leadership is just as important as in the office. By implementing a few best practices and providing strong support systems, you can help your employees feel empowered, trusted, and encouraged to maintain business continuity and build a strong and supportive culture of teamwork. This is not an ideal situation for everyone, but we are giving you this short reference to help you be most effective.

Encouraging Effective Habits

As a leader, providing support to your employees when they work from home is crucial to business continuity. We can each contribute to building and maintaining healthy, happy, and productive teams, even when remote!

Supporting Your Employees' Work Environment

- Set expectations—ensure your team is aligned on their priorities, due dates, check points, and persons of contact
- Treat remote workers like you would office workers—continue to manage performance, bearing in mind the need to be flexible and understanding.
- Have a regular team-wide check-in to ensure priorities are still aligned and people know how to support each other.
- Remind everyone to protect data by using VPN and other data protection best practices
- Use video chat—non-verbal cues and body language are more effective than words used!
- Balance and work with different schedules and time zones

Lead with Purpose...

- Be transparent
- Be available
- Be flexible
- Communicate regularly
- Think about each individual and their circumstances
- Trust employees
- Don't micromanage
- Listen to employees and be empathic—situational awareness is key
- Create mindful moments every week

