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Managing remote teams

Now that you no longer inhabit the same workspace you'll need to rethink the way you manage your team. Find out how with our top ten tips for managing remote teams.

- Make sure everyone knows what's expected by agreeing the ways in which you'll work together remotely. This includes how you're going to keep each other updated and how often.
- Once these expectations have been agreed trust your team to get on with their work. Concentrate on results as opposed to micro-managing.
- Check your team members have all the equipment they need to work remotely and that they know how it works.
- Consider setting up a daily briefing. Fifteen minutes each morning will help everyone feel connected and motivated – including you.
- Set up the same structure of progress meetings as you had in the office. This will help maintain the same flow of work.
- Keep your team on track by regularly reviewing your short-term targets.
- Just as you would in the office, make sure your team know that you're available to them should any problems arise.
- Don't forget to make time for social conversations. This will help enhance well-being and inclusion.
- Remember that working from home can potentially make people feel isolated. Take this into account in your communications and be sensitive to how others may be feeling.
- Encouraging staff to share information and learning from other meetings will help everyone feel part of the team.

FREE support is available to help you with any fundraising or organisational development needs you may have. Do get in touch...

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This free and confidential service for any VCO based in or supporting those in the London Borough of Barnet.

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