



YOUR CALLING. OUR PASSION.

## Virtual Brown Bag 1: Leading Remote Teams

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[www.evangel.edu/virtualbrownbag](http://www.evangel.edu/virtualbrownbag)



### Strategy 1: Define Work Systems

- Talk about tasks that may be difficult to complete remotely.
- Set standards for work ie- deadlines, processes, etc.



### Strategy 2: Establish Varied Communication Tools

- Decide how to communicate urgently.
- Determine what platform is best for quick messages.
- Discuss if video conferencing is available to your team, what software you plan to use.



### Strategy 3: Schedule Regular Meetings

- Meet with your team on regular intervals.
- Provide time during those meetings for life updates and socialization.



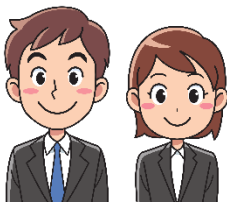
### Strategy 4: Have Clear and Detailed Deliverables

- Provide examples of what the final product should look like.
- Detail the preferred format (pdf, word, presentation, etc.)



### Strategy 5: Make Sure Work Hours Overlap

- Schedule times that the entire team will be online.
- Overlap with time zones.



### Strategy 6: Create a Professional Work Environment

- Dress in work attire.
- Minimize distractions as much as possible.
- Stick to your normal work routine ie- making a to-do list, planning, e-mails



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### Strategy 7: Video Calls or E-mails?

- Encourage team members to decide if it should wait or be addressed now.
- If it can wait until the team is all together, it should!



### Strategy 8: Be Patient with your People

- Some may not catch on quickly or understand how to use technology efficiently.
- Be willing to help them walk through the steps.
- Use simple language when giving instructions.
- Reassure your team this is only temporary.



### Strategy 9: Create some Rewards and Recognition

- Ask employees to reward or recognize each other.
- Celebrate the achievement of goals or deadlines.
- Verbally recognize the good things your team is accomplishing.



### Strategy 10: Use Project Management Tools

- Provide you with a one stop shop for communication, collaborative work, and a way to track deadlines
- Examples- Microsoft Teams, Sharepoint, and Projects; Basecamp, Skype, Trello, Google Hangouts/Meets, Asana