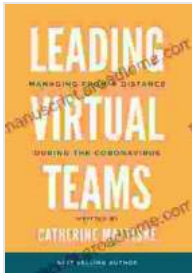


Managing From Distance During The Coronavirus: A Comprehensive Guide



Leading Virtual Teams: Managing from a Distance During the Coronavirus by Catherine Mattiske

★★★★☆ 4.1 out of 5

Language : English
File size : 14333 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 433 pages



The coronavirus pandemic has forced many businesses to adopt remote work policies. While this can be a challenge, it is also an opportunity to rethink how we manage our teams. By following the tips in this guide, you can create a productive and supportive work environment for your team, even when you're not all in the same place.

1. Communicate Effectively

Communication is key to successful remote work. Make sure you have a clear communication plan in place that outlines how your team will stay in touch. This plan should include:

- Regular team meetings (e.g., weekly or bi-weekly)
- Daily check-ins (e.g., via instant messaging or email)

- Clear guidelines for email etiquette and response times
- A designated communication channel for urgent matters

In addition to regular communication, it's important to be responsive to your team's needs. Be available to answer questions, provide support, and offer guidance. This will help your team feel connected and supported, even when they're working remotely.

2. Set Clear Expectations

When your team is working remotely, it's important to set clear expectations about what you expect from them. This includes:

- Work hours
- Availability
- Performance goals
- Communication protocols

By setting clear expectations, you can help your team stay on track and avoid misunderstandings.

3. Provide Support

Working remotely can be isolating, so it's important to provide support for your team. This includes:

- Offering regular check-ins to see how they're doing
- Being available to answer questions and provide support
- Organizing team-building activities to help them stay connected

- Providing access to resources and training

By providing support, you can help your team feel connected and supported, even when they're working remotely.

4. Use Technology Effectively

Technology can be a great tool for managing remote teams. There are a variety of tools available that can help you communicate, collaborate, and track progress. Some popular tools include:

- Video conferencing software (e.g., Zoom, Google Meet, Microsoft Teams)
- Instant messaging software (e.g., Slack, Microsoft Teams, Google Hangouts)
- Project management software (e.g., Asana, Trello, Jira)
- Document sharing software (e.g., Google Drive, Dropbox, OneDrive)
- Time tracking software (e.g., Toggl, Harvest, Clockify)

By using technology effectively, you can make remote work more efficient and productive.

5. Be Flexible

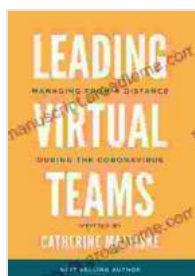
One of the biggest challenges of managing remote teams is being flexible. Things don't always go according to plan, so it's important to be flexible and adaptable. This includes:

- Being willing to adjust your schedule

- Being open to new ideas
- Being patient and understanding

By being flexible, you can help your team overcome challenges and stay productive.

Managing remote teams can be a challenge, but it is also an opportunity to rethink how we work. By following the tips in this guide, you can create a productive and supportive work environment for your team, even when you're not all in the same place.



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