SHIFTING YOUR TEAM to WORK REMOTELY

Managing employees and teams working remotely requires many of the same management skills you use on campus. Pay attention to your communication, working agreements with employees and stakeholders, and technology/system access for your team.

1. BE PREPARED
Make sure employees have the technology and system access they need to work remotely, and know how to use it.

2. SET EXPECTATIONS & GOALS
Talk with your team and each person about the expectations of working remotely (yours and theirs). Create working agreements and goals to encourage accountability and measure success.

3. KEEP CONNECTED
Continue team meetings and 1-on-1s, plus check in throughout the day. This may look different for each employee, depending on their needs and experience.

4. TRUST EMPLOYEES
Act just as you would if employees were in the office, and manage accordingly. Great employees will still be great when working remotely!

5. CHOOSE TECH WISELY
Use WebEx, with video and screen sharing, for meetings if possible. Continue to connect via phone, email, Hangouts, etc.

6. KNOW YOUR TEAM
Identify team norms and encourage positive culture. Some teams are very collaborative, find ways to continue that virtually.

7. MIND BOUNDARIES
Working remotely does not mean working 24/7. Identify, discuss, and respect boundaries like office hours.

8. ADAPT AS NEEDED
Periodically review working agreements and modify as needed to ensure work is getting done and employees stay engaged.

Need more information?
Visit the UNCG Keep Working website to learn about tools available for working remotely.

Need WebEx training? Watch video tutorials to learn how to start and join virtual meetings.

Source: UNC Human Resources