Managing employees and teams working remotely requires many of the same management skills you use with co-located teams. In addition, you will want to pay special attention to your communications, working agreements with employees and stakeholders, as well as technology/system access for your team.

1. **BE PREPARED**
   Make sure your employees have the technology and system access they need to work remotely and are comfortable using it.

2. **SET EXPECTATIONS & GOALS**
   Talk with your team & each person about your, and their, expectations of working remotely. Create working agreements and goals to encourage accountability and measure success.

3. **KEEP CONNECTED**
   Continue team meetings and 1 on 1s, check in throughout the day to ask if they need anything. This may look different for different employees depending on their needs and

4. **TRUST YOUR EMPLOYEES**
   Trust your employees just as you would if they were in the office and manage accordingly. Great employees will still be great employees when working remotely!

5. **CHOOSE TECH WISELY**
   Use online video calls for meetings when possible. As appropriate, continue to connect via phone, email, instant messaging, MS Teams, etc.

6. **KNOW YOUR TEAM**
   Identify team norms and encourage positive cultural aspects. For example, some teams are very collaborative—find ways to continue that virtually.

7. **BE MINDFUL OF BOUNDARIES**
   Working remotely does not mean working 24/7. Identify, discuss, and respect boundaries such as “office hours”.

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