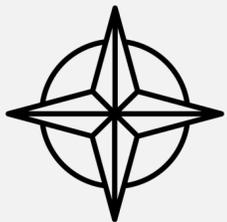


Leading Distributed Teams

Six best practices for managers

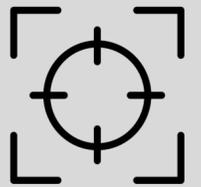
Key ways to engage your team, build relationships, and deliver the results for which you are accountable, no matter where your team is working from.



Establish rules of engagement

- Articulate expectations of timing and frequency of communication
- Create channel map to clarify when to use different means of communication

Focus on outcomes



- Clearly define deliverables and timelines
- When possible, emphasize objectives rather than hours worked

Over-communicate

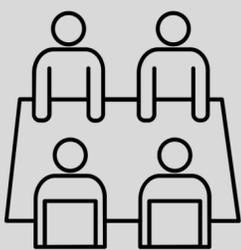


- Check-in with team members frequently
- Share status with your team, even if there is no new information to share



Use the buddy system

- Pair up team members for ongoing support
- Leverage peer coaching to foster accountability



Commit to a frequent team meeting rhythm

- Try short daily huddles to stay on track
- Weekly meetings to connect and prioritize

Actively foster humanness



- Always turn on the camera
- Hold virtual coffee chats
- Share success stories