



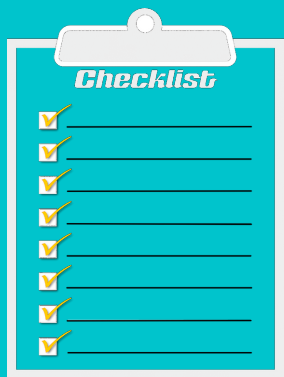
COMMUNICATION TIPS FOR LEADERS WITH A REMOTE TEAM

COMMUNICATE OFTEN



- Use diagrams and visuals
- Identify methods of communication clearly
- Build empathy
- Encourage collaboration
- Set time boundaries

HELP SET PRIORITIES



- Provide clear, consistent communication on what tasks are important and what can wait
- Set up weekly meeting for team to provide clarity and additional help
- Trust your employees to get the job done

ADDRESS PERFORMANCE ISSUES



- Address issues quickly to avoid them compounding
- Deal with facts, not emotions
- Ask questions, don't assume you know the answers
- Listen to any process improvements suggested
- Engage employee in solving the problem

HELP THEM MINGLE



- Provide a place for employees to talk about non-work related interests to build social connections
- Celebrate special occasions, team and individual successes and recognition
- Provide communication guidelines to keep things both professional and friendly