

# ✓ Employer Tip Sheet

## Managing Remote Work Teams



As employees of all age groups, backgrounds, and industries seek greater work-life balance, the traditional in-office 9-5 is fading into obscurity.

Not all employers offer remote work opportunities, while others work with teams that are *entirely* remote. As with anything else, managing remote work teams comes with its challenges.

**Check out our tips for managing remote work teams:**

### ✓ **Don't Isolate Remote Employees.**

Out of sight, out of mind? Not quite. Even though you will have employees you do not always see around the office, you must make an effort to be inclusive. While you may not be able to replicate every single conversation that you've had with in-office employees, it is important to be as consistent as possible when having similar conversations with remote employees. Take thorough notes, call them up and put them on speaker for important meetings or chats, and remember to tag them on relevant correspondence.

If the employee is within travelling distance, don't assume they won't want to attend company events—always invite them! Include remote work employees as much as possible. They are doing the same work and putting forth the same effort as in-office employees, just in a different location.

### ✓ **Don't Place Blame.**

An employee who has been approved to work remotely does not then deserve to be berated for their circumstance. Often a manager will agree to the arrangement only to complain about the inconvenience later, or worse, suspect that the employee is slacking off, simply because they can't see them.

Why allow remote employees work from home now only to shame them later? If you are going to effectively manage your remote work teams, do not blame them for their situation. Work as a team to figure it out, just as you would if everyone was working from the office. Remember, if you are experiencing technical difficulties while connecting with remote employees, that is because technology is imperfect, not because you have remote team members.

### ✓ **Don't Set the Bar Higher.**

Many managers tend to perceive remote employees as having an advantage in the form of unlimited free time to work, and as a result, set the bar higher for these workers. Extremely detrimental to such a worker, this is not only unfair but also slightly cruel to the employee who works from home. It is already difficult for them to disengage, since home is also their office. Don't expect them to live, breathe, and sleep work—lack of a commute does not mean they should work 10 hours days, unless everyone else does as well.