
Benefits in allowing Teammates to work remotely

And how to Manage Them



*Improves recruitment and retention
of teammates*

*Assists teammates with
maintaining a healthy work/life
balance*

*Provides teammates with the
flexibility to take care of family
needs and reduce commuting time
and expense*



Find the right people. Not everyone or every job is cut out for remote work. Teammates struggling to perform their responsibilities at acceptable levels are not suitable for remote work until their performance improves.

Establish expectations and ensure teammates have the necessary resources to execute their responsibilities remotely. Clearly communicate the expectations of work to be accomplished, the response time for phone calls, emails, chats, and other forms of communication and collaboration.

Have clear and detailed deliverables. Simply telling somebody to do something is usually not the popular way to go about managing teams. Micro-managing isn't either. Provide more detailed descriptions of the tasks with examples of what the final result should look like and agree upon milestones and completion dates. Give the teammate the freedom to execute it.



Schedule Regular Meetings. Scheduling one on ones or other meetings at the same time on the same weekday contributes to creating a routine. Routines provide the team with something they are used to and familiar with. That, in return, puts the team at ease and reduces stress.

Choose video calls over chatting and emails. With Skype chat and email being available at everyone's fingertips, it is tempting to chat and send a quick email whenever there is something to discuss. This can easily lead to misunderstandings. Virtual teams, video calls or regular phone calls help avoid misunderstandings and help connect teammates on a more personal level. Save some time on calls for basic social interaction about non-work topics.

Make sure work hours overlap. You should have at least three to four hours a day where most of the team is available at the same time. This brings the team closer together and gives teammates the option for collaboration and quick problem solving.