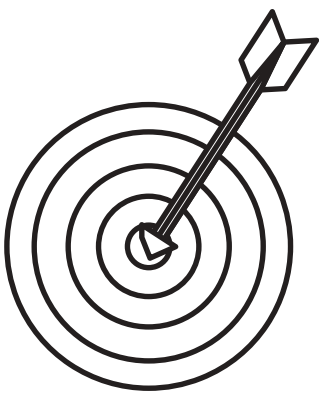# TOP TIPS
MANAGING REMOTE TEAMS

DEFINE YOUR VALUES.

Agree your teams top 8 values. Describe what these values mean and the impact of them within the team. Assess as a team how well you are delivering them. Put actions into place to improve the delivery of these values.

BE CLEAR ON EXPECTATIONS.

Create a clear team structure and reporting framework. Remove ambiguity. Make sure your expectations are SMART. How are you going to get people on board? What are the team's skills and motivation gaps?

FOCUS ON OUTPUT NOT INPUT.

Always ensure your expectations are clear and aligned to your core values. Lead with trust, not control. Assess and measure. Offer coaching opportunities. Consider your own leadership style.
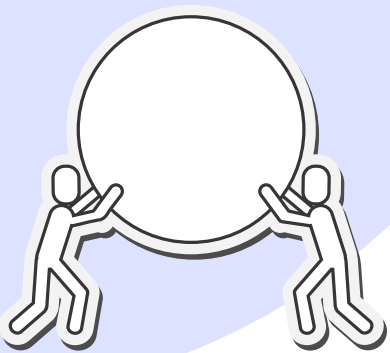
CREATE A REQUEST CULTURE.

Be all ears. Time manage each request. Promote problem solving. Understand the value of your time. Be balanced in your support.
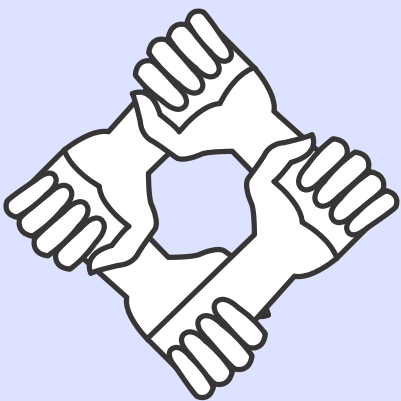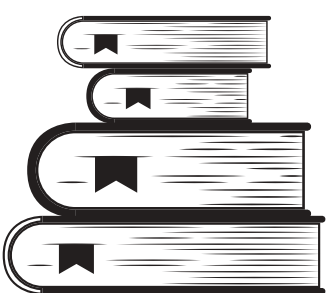
HOLD PEOPLE ACCOUNTABLE.

Build trust. Make it part of your team values. Make it part of regular review. Make it clear. Make it valuable. Make it reasonable. Make space.

DEFINE TEAM GOALS.

Create a virtual team environment based on relationships and team values. Be sure to set structured goals with tools such as:
GRASP: Goal - Reality - Action - Systems - Progress

ENCOURAGE THE "LEARNING ZONE".

We must believe we can improve. We must want to. We must know how to. We have to be in a low stakes situation. Remember, learning is free. There is no reason not to do it.

CREATE A COMMUNICATION PLAN.

Have a clear communication plan. Communicate effectively embracing relevant technology that fits with the organisational needs.