SETTING UP & MANAGING REMOTE TEAMS

Implementing a remote workforce that stays aligned, connected, and profitable.

Creating "Work From Home" (WFH) teams in the COVID19 world doesn't have to be overly complicated, but is a challenge. Here are the ten steps you need to know to create and manage remote teams so your business can survive.

THE 10 STEPS

1. **WHO**
Define who works from home and at the office.

2. **TOOLS & SET UP**
Set up webcams, download the video apps to use, and provide them the tools, equipment and supplies needed to work from home.

3. **GOALS**
Define the weekly/monthly goals on key projects and tasks.

4. **NON-REMOTE TASKS**
Identify tasks and teams that can only be done from the office.

5. **PROGRESS REPORTS**
Remote team members regularly update their progress on their reports. They report on issues and problems. These are located on your shared folders.

6. **REGULAR COMMUNICATION**
Supervisors connect with remote teams, individually and team huddles, to mentor, support and address challenges.

7. **LEADERSHIP RHYTHM**
Execs and managers meet regularly in the week to track progress, help fix problems, empower teams, give direction. and push things forward.

8. **TEAM-WIDE CALLS**
Weekly host all-team video huddles for update, provide direction, recognize performance, create fun and motivate.

9. **PROVIDE TRAINING**
Create, capture and upload training sessions, coaching moments, relevant skills & messages to your public and private YouTube Channel.

10. **BUILD FUN AROUND IT**
Build and promote fun competition, group chats, private Facebook groups and engagement. Share pictures, have virtual happy hours, do random fun!!

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