Leading teams at home
Six tips for engaging staff who are working from home

- Clarify expectations, roles, and goals. What can and cannot be managed from home? What is essential work and what is not? Check in regularly for progress reports.
- Provide guidance for work hours. Allow some flexibility and empathize with personal and family needs. Encourage staff to share challenges and strategies that are working for them.
- Connect regularly with the team. Hold virtual meetings including the whole team at your usual frequency. Use the chat function. Assure that everyone participates in the discussion.
- Encourage the use of web cameras. Sharing video helps everyone to see and read visual cues and feel more connected.
- Continue to collaborate as a team. Schedule virtual huddles and work meetings or kick ideas back and forth via email. Use shared drives to save group work.
- Take time to connect. Create opportunities for teambuilding and socialization. Have a virtual lunch with employees working from home and catch up on their well-being. Start meeting by everyone sharing one good thing that happened since you last met.

Takeaways

- KNOW: Regardless of where you work, you are part of a team. We want staff to know their contribution is valued regardless of where they work.
- FEEL: We want staff to feel engaged in meaningful work and connected to the team.
- DO: Communicate regularly and engage in collaborative teamwork.

Resources

- UI Working remotely resources
- Advisory Board, (March 2020). Making telework work for your team.