What makes
REMOTE TEAMS WORK?

Remote work isn't the future of work — it's the present. Today, 54% of U.S. workers work remotely at least once per month, 48% work remotely at least once per week, and 30% work remotely full-time. So how do you realize all the benefits of virtual teams – a nimble, highly productive work environment, great flexibility, lower operational costs, increased diversity, global reach? There are three essential factors to making remote teams highly effective.

TECHNOLOGY

Remote teams don't run on email and conference calls alone. Leverage all the technology tools available.

For example: collaboration software, shared calendars, file sharing, video conferencing, chat tools, brainstorming

✓ PRO TIPS
Cameras are always on for meetings

Try whiteboards and brainstorming tools to capture and share notes

Use instant polling during meetings

Keep chat tools open throughout the day for check-ins or quick questions

COMMUNICATION

Over communication is the rule for remote teams. Leave no doubt about your message intention.

For example: mail, chat, phone, video, emojis, team charters, agreements and rules on goals and expectations

✓ PRO TIPS
Set the expectation that everyone speaks/contributes in meetings

On calls, speak clearly, concisely, slowly, and don't interrupt

Non-verbal communication matters (eye contact, body language, facial expression, tone of voice)

CONNECTION

Don't let distance and technology create detachment. Work to create **conscious** and **intentional** human connection.

For example: virtual happy hours, lunch & learns, house tours, social media, 'just for fun' channels on hobbies

✓ PRO TIPS
Allow time at top of meeting for catching up and non-work banter

Budget to get together IRL twice a year

Create a culture where it's safe to share failures and knowledge gaps

Don't isolate -- plan to be in contact multiple times a day!