



Managing People Remotely

Managing other people is challenging enough. When you have to manage someone across geographic and time distances, or manage a virtual team of individuals spread across the globe, the challenges are magnified and multiplied.

Other issues can emerge, such as psychological and cultural distance, work-life balance can suffer for all parties, and there's the potential for a breakdown of trust.

Use these best practice tips to ensure that you, and those whom you're managing, are as effective, efficient and productive as possible in stretching circumstances.

-  Ensure people have the maturity, capability and resilience to work at a distance
-  Only allow proven performers to work autonomously at a distance
-  Ensure individuals have strong experience and knowledge of their own technical or specialist area
-  Individuals must have strong personal organisation and time management skills
-  Be crystal clear in terms of objectives, expectations and results
-  Ensure people have the resources they need to operate effectively at a distance
-  Ensure that they are operating in a safe environment
-  Put in structures to support effective multi-way communications
-  Schedule time and effort for mutual updates - book regular virtual meetings
-  Pay particular attention to tracking performance against objectives
-  Work to gain and build trust between you and your staff members; invest time
-  Be especially aware of your own management style; is it appropriate?
-  Empower staff to be able to work autonomously without constant referral to you
-  Ensure individuals maximise opportunities to network amongst themselves and support each other whenever they can
-  Be particularly sensitive to, and aware of the need to provide emotional support
-  Plan to meet face-to face at least a couple of times per year

