

Essential Guidance for Managers -Working Remotely

The challenges presented by Covid-19 are unprecedented and continue to evolve. In order to cope with these challenges, many universities and are exploring ways to help their employees work productively from home. However, the shift from face time management to virtual management is not straightforward or simple. Virtual teams are profoundly different from regular work teams. They cross boundaries related to geography, time, and organization and use technological means to communicate and collaborate. These differences can be overcome with planning and intentional management. This resource is designed to help you navigate this shift while maintaining productivity, trust, and communication.

First, know that all employees, managers and non-managers are experiencing these changes at the same time. While policy and procedure mandate a change, the process that individuals will go through is a transition. Individual people will move through the transition in different ways. While you may have some team members who are ready to implement a fully virtual work environment, some are still in the process of acknowledging that these changes are even necessary. Some of this difference is due to individual preferences for approaching change while some is a result of information and beliefs.

As a leader, you can gauge where an individual team member might be on this spectrum of change by talking with them about their feelings, concerns, and answering questions. Pay attention to whether the employee is focusing on the future or the past and whether they seem to be in more of an emotional or rational frame of mind.

The following are general considerations that will help you, the manager, prepare to implement virtual work arrangements:

- Check in and communicate with employees more often. Remote workers are more likely to feel alienated or disconnected, especially if there are members of the team who are not working virtually. Ask these team members about their work, but also talk with them about how they are feeling (physically and emotionally) as they cope with the changing rhythm of their life. Choose video channels over email and phone whenever possible.

- Clarity: Given the current context, you need to talk to your team; what communication technology can you all use to communicate? What access do folks need to do their job?
What are expectations in this new context? Set expectations for completing projects or performing ongoing duties. Put the details in writing to the degree possible. Define work systems and timelines. Establish a regular meeting schedule so everyone knows the cycle of when work should be completed. Send an agenda for the meeting so people have time to prepare. Have clear deliverables.
- Check in regularly using virtual communication tools. Make sure each person knows what tools should be used for communicating different types of information and the right contacts. For example: what system will you be using for conference calls vs. one on one check-ins? Are there channels available for informal conversations (remember that people will be missing the information that comes from passing in the hallway)? How will you communicate information that is time-sensitive or emergencies? Communication is the key to successfully working remotely with your staff! See video below for information regarding an office "Huddle" and how this can help your department bond and connect!

The following suggestions are more specific to management processes that you will want to maintain during the time of virtual work. Most of these are fundamental management skills that you already use every day, with special focus on the new skills required for virtual leadership.

- Trust is essential. If employees trust you and their team to be working toward common goals and a shared vision, they naturally collaborate and engage more with each other. Reiterate your mission and vision regularly, especially as it changes based on work needs of your department. Establish shared goals and connect the work of individuals and sub-teams to those goals.
- Make sure that everyone is on the same systems. For example, if there are shared projects and communications, Outlook, Microsoft Teams, Zoom, or others. Be sure that there are guidelines for how documents will be stored and edited. If you have one team member editing a document in a separate platform, information will get lost in translation. Use project management tools and practices and document everything you can about work that gets done. If you are not comfortable with this technology yourself, know where to get tech support. Consider doing some team training with the tools you need/want to use. Log in to the [My UMassD](#) using your UMass Dartmouth email and password to get started.
- Discuss professional work environments. For example, where will your team members sit during video conferences or virtual meetings. Prepare to get a window into the lives of your team members and don't be judgmental. Not every colleague

has a home office. Some may be sitting on a couch surrounded by kids' toys. In this situation, many may not have been planning for a virtual work environment. Discuss appropriate attire to wear during a video call (unless you're comfortable with someone logging in wearing their pajamas).

- Discuss work hours to be sure they overlap. While a traditional 8:30am-5pm schedule may not work for your entire team given potential family care challenges, make sure employees are working at least 3-4 hours of the same time so problems can be addressed in real-time.
- Be intentional. Physical distance and communicating through a screen make it easier for miscommunication to happen and make it harder to listen. You may also face accessibility concerns for employees. Use good listening techniques, ask people to repeat what you've said, and build action plans so everyone is on the same page.
- Connection: It will be up to leaders to keep these connections strong. Video conferencing and dedicating a few minutes at the beginning to each meeting to ask questions – what are your weekend plans? It is important to foster and maintain team morale.
- Keep an eye out for new stressors. Because of social distancing measures, introverted team members may be forced to spend more time around their families with less quiet time to themselves. Parents whose children are home due to school closings may be trying to balance keeping children occupied with getting productive work done. Extroverts may feel trapped and isolated and may need a different type of social interaction. Help people name their feelings and identify their stressors. Know the resources available to help team members cope with these changes.
- Be clear about your availability. While everyone else may be working virtually, that does not mean you must be accessible every moment of the day. Let your team know when you have open office hours when they should call you with questions. Be sure to let people know how you prefer to be contacted after hours and how they should contact you in case of an emergency.
- Staff Development. This is an opportunity to upskill staff and expand their capabilities: log in using your UMass Dartmouth email and password to get started. You may view training opportunities here [IT Training Opportunities](#).

Skills of Effective Virtual Team Leaders:

- Confirm that all staff in your area have the necessary technology to perform their duties.
- Encourage team members to lean into their strengths and pair them with members whose strengths are complementary to theirs.

- Promote a feeling of inclusion.
- Provide information in a timely fashion.
- Promote trust and collaboration.
- Encourage discussion and remain open-minded.
- Manage conflict.
- Communicate through multiple channels.
- Demonstrate sensitivity.
- Develop processes that encourage accountability and commitment.
- Provide adequate resources and support
- Encourage healthy habits such as, take a lunch break/walk, get up from your computer and stretch, move more, sit less!
- Have some fun! Institute a Fun Friday, Way out Wednesday or Throw Back Thursday! This helps a team to bond and let out a little stress!

Additional resources for managers

Resource Articles/Videos:

- Connections and Communicating: [How Teams Can Meaningfully Connect Remotely | Simon Sinek](#)
- LinkedIn: [Leaders: 9 Things to Watch for When Your Team Goes Remote \(& A Checklist of Things to Get Your Team\)](#), March 12, 2020
- Society for Human Resource Management (SHRM): [How to Manage Remote Teams Effectively](#)
- TalentLMS: [Seven challenges of managing a remote team and how to overcome them](#)
- Bamboo HR: [Best Practices for Managing Remote Employees](#)
- Three Ways to Stop Remote Work Burnout (Ted X) [3 steps to stop remote work burnout | The Way We Work, a TED series](#)

Training for managers and employees

- Microsoft Teams (Linked in Learning)- Teams is an instant messaging service which can be used to communicate quickly with staff. Teams offers a wide array of other components such as video sharing, calendar view, etc. [How to use Microsoft Teams Training Video](#)
- Zoom (Linked in Learning) -How to use Zoom (video conferencing) [How to use Zoom Video Conferencing](#)