## **BOSS UP!**

# <u>3 KEYS TO SUCCESSFULLY MANAGING</u> <u>REMOTE EMPLOYEES</u>

#### COMMUNICATE

- Set productivity expectations early and often.
- Make yourself available to the team and follow up regularly.
- Find the best tool (email, video conference, text, phone calls) that fits your team's culture, and use it sensibly!

### COLLABORATE

#### CELEBRATE

- Provide a shared work document that tracks employees' activities.
- Encourage more experienced remote workers to share remote working tips via shared document or video conference.
- Incorporate virtual fist bumps and other ways to celebrate work milestones virtually.
- Create videos to recognize employee contributions.

