

FIVE TIPS FOR REMOTE LEADERSHIP



1 YOU AS A LEADER ARE THE KEY TO A GOOD REMOTE TEAM

- **Reflection** - Make sure that you as a leader take time for self-reflection
- **Mindset** - Do you feel ready and able for the remote management task? What do you need to do to feel ready? There are many opportunities to get support via free resources online
- **Framing** - If you believe it, others will feel it: if you truly believe that it's possible to also have a good virtual collaboration, the others in your team will feel it



2 CREATE INDIVIDUAL RELATIONSHIPS AND INSPIRE TRUST

- **Find out** what drives and motivates the individuals in your team, but also what is standing in their way
- **Be personal** - share something from your life (e.g. personal event, new hobby, family) and actively listen to what your team members tell you about their lives
- **Ask questions** - it is usually better to ask too many questions than too few; ask what is going on in your team members lives



3 TAKE CARE OF YOUR TEAM'S REMOTE LOGISTICS

- **Team schedule** - set clear expectations on reachability during certain time slots
- **Ensure** that everyone knows what is being communicated and how or through which channels it is being communicated
- **Ask yourself** and your team once in a while: do the logics of working together we have set ourselves still fit?



4 TAKE TIME FOR TEAM TIME

- **Organize set times** for team development – set daily business aside (e.g. move from desk to sofa, close all other applications)
- **Depending on the topic**, choose a different period of time and form (moderation, methods, exchange possibilities)
- **Set a clear understanding** of roles and tasks together with your team and discuss them regularly



5 USE TECHNICAL TOOLS TO ACTIVATE AND RAISE ENGAGEMENT

- **Video conferencing tools** with breakout rooms (e.g. Zoom or MS Teams) – ask all to activate the camera as seeing each other often helps in building trust
- **Virtual flipcharts** (e.g. Miro or Mural) – “translate” the analog room to the digital room
- **Use interactive methods** for activation like GIFs or memes as well as online applications like Mentimeter for quick polls