



The Remote Manager

Leading and Mental Wellbeing

Main Responsibilities of the remote team manager

As the number of COVID-19 cases continues to rise across the globe, stress and anxiety among the workforce is rising.

Your role as manager becomes even more important! You now have a unique situation where you need to deal with deliverables, ongoing projects as well as the teams mental well-being during this uncertain time

Following slides will give you some important tips that will help you manage your team



Manage the current situation – Mental Wellbeing

The Corona virus currently increase employee stress and anxiety which will lead to decreased productivity.

During times of uncertainty and high stress, it's helpful to remember that you're not alone in how you feel. Leaders play a key role in helping to guide and support their employees in a compassionate way.

Everyone will deal with this situation differently – listen to your team members will become key to motivate them.

It's important to keep in mind that while we're all in this together, each person has unique life circumstances that may cause more or less acute concern. Leading with compassion and empathy is more critical than ever.

Practice your compassionate leadership:

Look: Take time to check-in with our team. Look for the unsaid. How are people's energy levels?

Listen: Practice mindful listening. Give your team space to be open and honest about how they feel, both mentally and physically.

Feel: Everyone is going to feel a range of different emotions. Taking the time to acknowledge how someone else is truly feeling empowers us to respond with kindness

Respond: in times of high stress, it's easy to let frustrations get in the way of skillful communication. Pause and give yourself space to respond in a skillful and kind way.

Build team spirit and trust

- Involve the team
- Set up the team and project rules together around communication, working time, turnaround time and workload
- Lead by example – schedule breaks, family time etc. Prioritize the Work-Life Balance!
- Be consistent as a manager. Everyone in the team are still as responsible of delivering as before
- Share information and involve the whole team! Prevent team members to feel disconnected.
- Reward and recognize individuals and celebrate success and milestones with the whole team!
- As a manager – take lead of sharing insights from your day. Show your informal side! Have a competition of funniest photo of workstation at home / exercise during the day etc.

Nurturing Team Connections

- A remote manager needs to act as the hub that connects the team. You are the primary contact and should forward information that is given to you.
- Have frequent and regular contact with all your team members. Both individually and as a group.
- Make everyone count and know that you see them
- High performance is a team effort – share projects that you are working on and ask for team input
- Always have video calls – even if it's one on ones
- If you don't already have it – set up one business related team slack and one team small-talks channel.
- Encourage team members to ask for help – even though not sitting next to each other

Managing workload and deliverables

- Set up/clarify individual and team goals. Both short- and long-term
- Consider if you should setup a shared Trello board to view each others' projects and processes. To see the teams progress of projects will keep everyone motivated.
- Communicate priorities to the whole team and give opportunities to share challenges.
- Communicating with the whole team avoids parallel workstreams and highlight projects that impacts other
- Frequent feedback is now even more important. Not all feedback should be given in written format. Take a call and be specific. If needed – decide on actions directly.

LinkedIn Learning

Want to practice your Leadership skills even more – check out LinkedIn and some suggested trainings that we have put together for you!

[LinkedIn Learning - Leadership training](#)

Other short 3-10 minutes training recommendations for remote teams:

[Balancing Work and Life](#)

[Remote Work Productivity](#)

[Manage conflict](#)

[Build culture](#)

[Remote work playbook](#)