



Managing (Newly) Remote Workers

In response to COVID-19, many organizations have asked their employees to work remotely. This situation leaves many employees — and managers — working from home and separated from each other *for the first time*. Here are some quick and easy tips for managers to ease the transition:

- ❑ **Establish structured daily check-ins** – regular and predictable, either individual or group connections
- ❑ **Provide various communication technology options** – consider Zoom for video chat or Slack for immediate collaboration
- ❑ **Establish “rules of engagement”** - set expectations for the frequency, means, and ideal timing of communication for your team
- ❑ **Provide opportunities for remote social interaction** – structure ways to include informal conversations about non-work topics in meetings
- ❑ **Offer encouragement and emotional support** - acknowledge stress, listen to employees’ concerns, and empathize with their struggles

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