

Manager Action Items

21 Proven Ideas to Engage Remote Workers

CONNECTION

- Pair people up in twos – create a Buddy/Support System for every remote worker.
 - Host a Virtual Happy Hour and choose a topic of the week to discuss. Everyone can provide their own beverage or the organization could send Cocktail Kits to people's homes.
 - Conduct a Troop Tour, where employees lead a video tour of their home workspace. Include a Show & Tell portion, so employees can share something in their home office and talk about its meaning.
 - Create a Team Goal that remote employees are responsible for working on - and achieving - together.
 - Create a Mini-Book of Bios. Include photos, and professional and personal info about team members.
 - Host a monthly Recognition Roundtable video conference, where everyone acknowledges someone on the team. (Note: Some companies mail a gift to employees for this event, such as balloons, gift card for lunch).
 - Host Role & Soul, where employees explain their role and what they love about it.
-

COMMUNICATION

- Use Video and Phone Calls vs. texts and emails. Also, video cameras are a must.
 - Lead a 5-10 minute daily or weekly Team Huddle in the a.m. or p.m. Consider starting with recognition.
 - Lead weekly One-on-Ones and begin with the question, "How can I help you now that we are remote?"
 - Hold Q&A Sessions with executive leaders just for remote workers.
 - Rotate leadership of the weekly Staff Meeting, so employees feel trusted and communicate more than the manager.
 - Set up a dedicated Email Box for remote workers to provide feedback/recommend ideas as to how to improve the remote worker experience.
 - Conduct a Focus Group and gather employee input before a decision is made which impacts team members. When you announce the decision, begin with the words, "You spoke, I listened."
-

COLLABORATION

- Delegate a Major Project to several remote workers to lead, rather than leading it yourself.
- Assign a Problem that Needs Solving to several remote workers to fix.
- Invest in state-of-the-art Online Collaboration Tools.
- Ask team members to create a Team Charter that outlines the team's purpose, goals, and roles members are expected to play in order to achieve the goals.
- Host a monthly Team Innovations Meeting where people present ideas. Team members then vote and collaborate on how to put the best monthly idea into action.
- Mind the Time Zone for distributed teams to ensure 100% participation in meetings.
- Reward Collaboration. Recognize people who collaborate and more employees will start doing it.

JILL CHRISTENSEN

TOP 101 GLOBAL THOUGHT LEADER
BEST-SELLING AUTHOR
INTERNATIONAL KEYNOTE SPEAKER