

Working Successfully in a Remote Team



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More and more teams work remotely. They can work globally and engage people across borders, silos and locations, but they often lack the commitment and productivity necessary for a satisfying collaboration. Based on discussions with teams and individuals during my trainings and workshops four different areas emerged as especially important for a decent collaboration in virtual and remote teams.

Maintain the Team



Communicate Frequently

- ✓ Use established communication channels (WhatsApp, Threema, ...).
- ✓ Communicate every day.



Be Mindful and Inclusive

- ✓ Think about everybody and respect different competence levels for remote team work.



Bring the Team Together

- ✓ Everyday chat engagement.
- ✓ After work activities: Establish a virtual book club or a fitness competition.
- ✓ Well-being check-ins: ask for the mood of everyone at the beginning of a meeting.

Stay Healthy in Your Remote Office



Stay Healthy and Focused

- ✓ Be clear about your boundaries: set daily working hours and disconnect consequently.
- ✓ Plan and structure your day: top three priorities, break times.
- ✓ Set up your workspace: dedicate a specific space to your remote work.



Be Transparent and Committed

- ✓ Be open about possible distractions: let your colleagues know about possible distractions or your kid staying at home.
- ✓ If you like share a picture of your room and surroundings.
- ✓ Share your daily todos with your colleagues, committing yourself to daily results (i.e. in your teams workspace).

Clarify Your Workflow



Give Your Team a Pulse

- ✓ Agree to work in (weekly, biweekly) iterations.
- ✓ Identify the todos for every iteration.
- ✓ Evaluate progress (at least once per week, best would be every day).
- ✓ Do a weekly retrospective: discuss your collaboration.
- ✓ **Stick to your routine!**



Clarify Rules and Roles

- ✓ Take time to speak about necessary rules and roles, define them and evaluate frequently.



Use a Shared Workspace

- ✓ Make work and results visible.
- ✓ Use Kanban / Task boards.
- ✓ Avoid local data.
- ✓ Use software like MS Teams, Slack, stay connected during the work day.

Work Together Productively



Let Your Meetings Be Productive

- ✓ Have a clear goal for your virtual team meetings, have a visual agenda.
- ✓ Keep it short: no lengthy discussions, topics are relevant for all attendees.
- ✓ Make use of smaller virtual meetings for individual clarifications, working groups, creative sessions, ...
- ✓ Prepare and facilitate consciously: the quality of your virtual team meetings influences the quality of your collaboration significantly.



Address Open Issues Immediately

- ✓ Do not rely on email, use informal chats or (yes, it still exists) phone calls.
- ✓ Speak to each other. Most problems can be solved if we would only speak about them.



Have Fun and Be Generous

- ✓ Don't be annoyed too fast. Take it on the light side and be generous.