

GET REMOTE STAFF TO PARTICIPATE IN MEETINGS

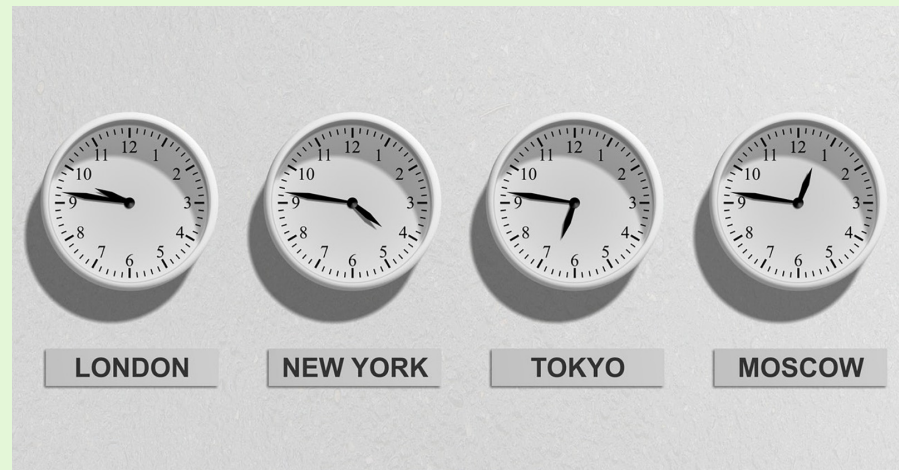
It's easy to inadvertently exclude remote staff who are participating in meetings virtually. Dan, a Team Leader, makes notes to himself to "call on" his two direct reports who work remotely during meetings. Sometimes Dan will ask one of the two employees whether they would like to add to a comment made by someone else. For example, he might say, "Wally, anything you would add to Cherry's comment about the new onboarding program for claims processors?"



If a remote employee is, by nature, an introvert, you will especially need to help them participate in virtual meetings. To help the introvert prepare, you can in advance tell the employee that you may ask him or her to offer thoughts on a particular topic.

TAKE INTO ACCOUNT TIME ZONES

If you have remote staff who are in different time zones, be respectful of the time difference. For instance, if your remote employee is based in Seattle and you are in New York City, try not to schedule a meeting at 8:30, since that will be 5:30 a.m. for your employee in Seattle. Also, if your remote staff are on project teams, check to be sure that project managers are not consistently scheduling



project meetings at times that are either very early in the morning or late in the day for your remote staff.

RECOGNIZE REMOTE STAFF

Just as you should for staff who are in the office and who you see more often, be sure that you recognize and provide feedback to your remote employees. Remote staff who may sometimes feel left out will appreciate your recognition and feedback.



TEAM BUILDING



Managers with a number of remote staff should consider virtual team building activities that enables the remote staff to participate. For example, some managers will occasionally hold a virtual lunch or happy hour with their staff via videoconference. These small gestures can go a long way in engaging all of your staff, especially the remote employees.

BUILD TRUST



We all know that trust is earned through action. Be reliable, friendly, and do what you say you are going to do when you say you are going to do it. That will go a long way in building trust among your staff, both onsite and remote.

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