

## Office of Organization Effectiveness

### Best Practices for Leading Remote Teams

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The following checklist is based on recommendations from the Center for Creative Leadership.

- Have you clearly articulated the vision and team objectives to all team members? This is even more important in times of crisis.
- How aware are you of individual talents and abilities, including technical competence and interpersonal skills?
- Have you established processes for sharing information, making decisions, and resolving miscommunications or potential conflicts?
- Have you set up a communication channel for process questions/discussions that is separate from the task-related communications?
- Have you clearly defined and communicated the tools your team will use for communicating with one another on a regular basis?
- Do your team members have clear goals, expectations of their work hours, and recommendations on potential approaches to perform work?
- Do your team members have the tools and resources needed in order to perform the expectations of their roles?
- How are you recognizing and celebrating individual and team efforts?

**OOE offers Coaching and Consulting to assist with challenges in leading a remote workforce.**

