



LEADERX DOES

REMOTE WORKING

LEADING A VIRTUAL TEAM



LEAD WITH CERTAINTY

- Today's world is a VUCA world. Volatile, uncertain, complex and ambiguous. This is the territory that leaders need to be skilled at operating in. When things get chaotic or in crisis mode - your leadership is vital.
- Having a **clear purpose**, vision and mission is critical - it remains fixed whilst everything else is changing. It gives your people, suppliers and customers stability.
- When you know your direction, you are able to create **flexible strategies** and plans
- Right now you need to focus on creating certainty around your systems, processes, messaging, core products, value offering and priorities.
- Get clear on what absolutely needs to be delivered by your people, the **urgent and important**.
- Communicate the priorities
- **Set clear goals** and objectives and empower others to achieve them.
- Ensure you have the right tools for the job, skills and knowledge.
- When the urgent/important is done, then focus on the other important, less urgent tasks.
- As the leader, you must create the right environment and focus for your people to do their best work.
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LEAD WITH **AUTONOMY**

- Autonomy means having choice over how you work and what you focus on
- LeaderX is naturally autonomous and hates micromanagement but there is a danger that if remote leadership is new to you, you can become too distant, or let fear take over and end up being a micromanager - either way you are doing it wrong.
- Ask your team member how they want to be led. Daily check-ins, video calls, conference calls or a scheduled morning call could be the answer. Some might need structure, others, due to family demands, might need to be more fluid.
- Give your people clear goals and set expectations, then allow them to choose how to do it.
- Remote working means trusting your people to do their best work and best thinking in their own way.
- Your job is to monitor progress, keep motivating and giving others what they need to succeed
- Your own self-management and emotional intelligence will need to be amplified. Conflict, misunderstandings and judgement can become toxic quickly. Just because someone hasn't answered the phone when you call doesn't mean they aren't working - don't make assumptions. Choose to consciously communicate.

"TRUST IS THE FOUNDATION OF LEADING WITH AUTONOMY"

USE ALL TOOLS AND TECHNOLOGY TO

COMMUNICATE

Communication is a constant challenge at the best of times. When you lead a virtual team, it becomes critical.

Use all available technology to communicate your message, give clarity, listen to concerns or check that your people are OK. Use sharepoints, Microsoft team, trello, video calls, email, texts - whatever is available to use to keep connected. You can work on documents together, create shared to do lists or plans, online white boards and so much more. Be proactive and use all the tools to stop isolation, create teamwork and focus on key deliverables.

LEAD BY **VALUES**

If you are clear about the behaviours, values and culture in the office, extend to the remote office too. Have open discussions with the team about how you should all work together, share best practice and pin everything back to your company values.

If your culture is formality and structure - keep core business hours and encourage everyone to get up, get dressed and prepare for the day.

If you value transparency, use technology to share. Or perhaps you value creativity and innovation, so ask your people how to work this way - ask for solutions. LeaderX is a values driven leader who leads with integrity so is consistent when they move between face to face and remote teamwork.

TEAM CHARTER

Create a team charter together, asking everyone how they will work together - must haves and must do's. If you want everyone to buy in, you need to inclusively redesign how you work together and how they want you to lead - together.

TOP TIPS TO PASS ON

COACH AND SUPPORT

A couple of days working from home might feel like a novelty - long term and it might take its toll on team members. As a leader, you must be a mentor, coach and support. Here are some tips to pass on.

- Set clear goals for the day and week ahead.
- Get clear on the urgent priorities get them done
- Work out your stakeholders and make sure they are informed
- Have regular breaks, move around, change your environment where possible
- Talk to people. Believe me, you can get very introverted very quickly so force yourself to talk.
- Boredom can lead to bad habits. Eat right, get variety to stop brain fog and bounce ideas off other people
- Create a positive workspace - let the family know that when you are at it you are working - respect it.
- Be adaptable, under plan and over schedule. When you are focused, with minimum interruptions, you can get amazing things done, but unless you live alone, interruptions are inevitable.
- On that note - have the conversation with other people in your home about what you need and how this work from home thing will pan out. You don't want to be constantly rejecting the family, but neither do you want to be constantly available. Grumpy and frustarted you is no good for anyone.
- Get fresh air. Go outside, open the windows, exercise or walk the dog if possible - but don't be a hermit



LEAD WITH LEARNING

Working remotely can be a brilliant time to learn, grow and develop yourself. Listen to podcasts, read, do an online course, get coaching. This is a perfect opportunity to schedule in some personal development and really power up your skills and strengths.

You can even do learning together - remotely. If everyone in the team does the same learning, jump on a conference call after a module, video or reading session and discuss the content -book club style. Peer to peer learning can be incredibly powerful

"INVESTING IN YOURSELF IS THE BEST INVESTMENT YOU WILL EVER MAKE. NOT ONLY WILL IT IMPROVE YOUR LIFE, BUT ALSO THE LIVES OF THOSE ALL AROUND YOU".



LEAD WITH **HUMAN FIRST**

Yes goals need to be achieved, work is do be done but most importantly - look after your people. Working remotely works for some, in fact they thrive. Others might need help adjusting, so help them. Others might find it really challenging and could fall quickly into loneliness, low mood or depression. Look out for people, notice if there is a change in behaviour, their tone or output. Reach out and create a culture where everyone in the team looks out for one another.