# Remote Management Plans

Directions: Complete one template for each member on your team. Use the suggestions under each Topic heading as inspiration for how you might support your team member around each major topic. In the Expectations columns, be clear about what you and your team member will each need to do to ensure a strong, productive remote work experience. Reference the Remote Management Best Practices Worksheet for additional recommendations.

| **TEAM MEMBER NAME:** | | |
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| **TOPIC + SUGGESTED APPROACHES** | **MANAGER EXPECTATIONS** | **TEAM MEMBER EXPECTATIONS** |
| Daily Communication:<br>• Standing 10-minute check in at the start of the day<br>• Send a 'Hello, how are you?' email thread each morning<br>• Invite each team member to share their priorities for the day | | |
| Set Clear Goals<br>• Review annual/quarterly goals and adjust for priorities given the remote work<br>• Establish regular milestones and manage team against those<br>• Discuss how time tracking, if relevant, will be | | |

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| implemented and monitored | | |
| Regular 1-to-1 Check Ins:<br>• Include time in each check in to assess how the remote work experience is going and if any additional supports are required<br>• Leverage project management software to promote transparency and facilitate<br>• Over-communicate, especially in the beginning; important information will likely need to be shared through multiple channels | | |
| Building Virtual Community<br>• Close each day with a celebratory email highlighting wins<br>• Create a slack channel or other forum just for conversations not related to work<br>• Set up virtual lunches or coffee chats<br>• Promote team building by completing a workout challenge | | |
| Establish Telework Etiquette | | |

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| • Set norms for when staff need to be online<br>• Establish what to do if you're taking lunch or a break<br>• Discuss what to do if you need an uninterrupted work block<br>• Set clear work hours and talk through what happens if those need to be adjusted<br>• Align on how to communicate if you have a quick question or if you need detailed support | | |