

Working Remotely: Tip of the Week

Supervisors and Managers:

Help Your Team Members Feel More Connected

Working remotely can be felt as isolating—for you and your employees. Managers can help by setting the stage for everyone to stay in contact and maintain engagement.

1. Email your team often, even daily and no less than once a week. Ask them to “reply to all” to a question you post: “What is most challenging for you to work remotely?” “What is one tip for staying productive that you use successfully?” When team members reply, others may acknowledge they are sharing or doing the same. The common base helps to maintain collegiality a sense of team.
2. If you have regularly scheduled staff meetings, continue to have them online. When hosting a team meeting via a conference line, open the line 10 minutes early and leave it open for 10 minutes after the call ends so that team members can chat.

You may feel like it is a lot of work. It may be but it will help your workers feel more connected to their teammates and Montgomery College.

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