

# Leading Accountable Remote Teams

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## A RESEARCH SUMMARY

### Leading Remotely: What Managers need to Keep Teams Engaged (Kluch, 2020)

<https://bit.ly/2Zpguli>

- Individualize your approach.
  - Be flexible and accommodate when you can. Everyone's situation at home is different.
- Communication is critical.
  - Keep intentions clear, reinforce priorities, understand and address barriers.
  - Schedule regular check-ins to maintain relationships.
- Accountability
  - Managers must assess and hold team members responsible for their performance.
  - Use technology to implement project management tools.
- Trust
  - Allow room for creativity and encourage people to take risks.
- Be open to discovery.
  - There are many lessons to be learned from this newer way of working.
- Expand technology support if possible.
  - Dedicate resources to resolve technical difficulties.

### How to Make Sure Your Remote Team Actually Gets Work Done (Jones, 2020)

<http://bit.ly/2LHO8kw>

- Prioritize transparency across tasks, and goals with a project management system to track progress and ownership.
- Integrate communication methods to keep employees stay connected.
  - Messaging apps help employees behave more like a team.
  - Video meetings and phone calls in place of or in tandem with email can add clarity.

### 5 Tried & True Tips for Respectfully Keeping Remote Team Members Accountable (Eads, 2018)

<http://bit.ly/3bOiegT>

- Establish expectations. Without policies, employees and supervisors can disconnect.
- Aside from email, instant messaging can allow faster resolution of everyday issues.
- Schedule regular meetings and remain flexible with availability.
- Use a project management tool to track progress with assigned ownership of tasks.
- Get the team together on occasion to create connections and a sense of belonging.

*Unity is strength. When there is teamwork and collaboration,  
wonderful things can be achieved.*

Mattie J.T. Stepanek, American poet

*Change is the law of life.*

*Those who look only to the past and present are certain to miss the future.*

John F. Kennedy, 35th President of the United States