Shifting to Remote Work
The Tribal Leader's Checklist

Technology and systems

☐ Establish a team communications platform such as Slack, Workplace by Facebook or Microsoft Teams.

☐ Establish a team workflow management system such as Asana, Trello, Monday or JIRA.

☐ Provide team members with suitable technology such as laptops, screens, mobile phones, headphones, printers and other tools to complete their work.

☐ Provide team members with any required software. Consider using cloud services such as Google Suite and Adobe Creative Cloud.

☐ Ensure team members have home / remote internet connections with sufficient speed and data limits to support remote working.

☐ Provide remote access to critical work files, documents, and information. Consider using cloud storage solutions like Google Drive, Drop Box, or Box.

☐ Determine your preferred system for video conferencing and team meetings. Consider using Zoom, Facetime, or Skype.

☐ Provide remote access to critical systems, platforms and databases.

Meetings and communication

☐ Cancel unnecessary meetings and reduce the volume of BCC and CC email correspondence to prevent unnecessary overwhelm.

☐ Encourage team members to use their 'online status' in the team communication platform to indicate their availability for calls, chats or meetings.

☐ Consider starting each day with a virtual "stand-up" meeting via video conference where everyone shares what they did yesterday, what they are doing today, and their 'call for help' for the rest of the team.

☐ Consider scheduling a regular end-of-week "all hands" or townhall virtual meeting where the leadership provides updates and all staff have an opportunity to ask questions and request help.

☐ Each team leader should schedule a weekly one-on-one with each of their team members to provide two-way feedback on tasks and performance, and to provide an opportunity for team members to be heard, seen and appreciated.

☐ Actively encourage peer-to-peer communication. Provide an outlet for "water cooler conversations" where team members can banter and catchup socially. This could be a specific channel within your chosen communications platform or it could be a lunch-time group hangout.

☐ Train staff and leaders to use language prompts such as Brene Brown's *"paint that for me"* or *"what does done look like to you?"* when interacting and assigning tasks. This is important because digital communication often lacks all the extra non-verbal queues and extra information that is given in face-to-face meetings.

Culture

☐ Be as open and transparent as possible. Send a daily team email with updates.

☐ Create a culture of peer-to-peer accountability. Team leaders and managers need to become coaches rather than bosses. For example, meetings have to still happen even if the boss can't make it.

☐ Give staff autonomy. Provide flexibility to individuals and encourage them to adapt their own working hours to balance their own personal and work commitments. It is a mistake to think that because team members are now working remotely they can therefore work at any time you need them to. Leaders have to lead by example here.

☐ Measure and incentivise output and behaviour, not hours or input.

"You can never over-communicate enough as a leader at a company, but at a remote company, nothing could be truer. Because you don't physically see people in-person, information doesn't spread in the same way, so leaders need to do the heavy lifting for evangelizing the message." — Claire Lew

Keeping teams busy while business is quiet

☐ Consider using this time for team members to reach out to your customers and clients with supportive courtesy check-in calls.

☐ Identify and encourage your team members to complete online training programs using platforms such as Udemy, Udacity, Coursera & Khan Academy.

☐ Consider conducting remote team development programs such as our Role & Soul communication and behavioural analysis profiling workshop.

☐ Encourage team members to create systems to automate aspects of their roles for improved productivity using tools such as Typeform and Zapier.

☐ Ask team members to update any policies and procedure documents.

☐ Consider giving your staff time to ideate and create new solutions to solve internal or industry problems, or to create new product lines or services for the business.

Wellbeing

☐ Consider providing music credits to your staff through services such as Spotify, iTunes or Google Play. Studies show that music can help individuals to maintain focus, reduces the sense of isolation, and can improve happiness.

☐ Provide training to your team members in how to manage their wellbeing and maintain work-life balance when shifting to remote work, such as our 7 day online program.

☐ Consider providing mental health first-aid training to your leaders and managers so they are equipped to identify potential issues being faced by team members.

Did you know?
- 88% of remote workers struggle with inconsistent work practices and miscommunication
- 83% feel overwhelmed by the increase in emails
- 22% of remote workers struggle with disconnecting from work after hours
- 19% of remote workers are affected by isolation and loneliness

About Tribe Global

We are Human Transformation Architects, working at the intersection of people, culture, change and innovation. We deliver programs and services to address ambiguity and unlock potential while empowering leaders through change.

Our Peak Persona Human Accelerator Program and our Modern Leader's Toolkit provide the interventions, strategies and training needed to build high-performing teams and communities. The techniques have been adapted from the most innovative high-growth companies in Israel, Silicon Valley, Germany and the UK, and backed by the latest scientific research.

Tribe Global works with future-focused organisations to manage transitions, leading with a people-first approach to ensure the outcome is a positive evolution for everyone involved and the results represent a future-ready, agile, connected, supported and informed tribe.

Like to know more?

- You can join our free webinar on the Shift To Remote Work here.

- We also have a 7 day online program that provides individuals with tips and actionable techniques for maintaining their wellbeing and work-life balance. The program provides a way for individuals to practice and share knowledge and experiences with a community of other remote workers. You can sign-up here.

- We can also deliver team and leadership workshops and training for corporates, Government, SMEs, and scaleup companies.

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