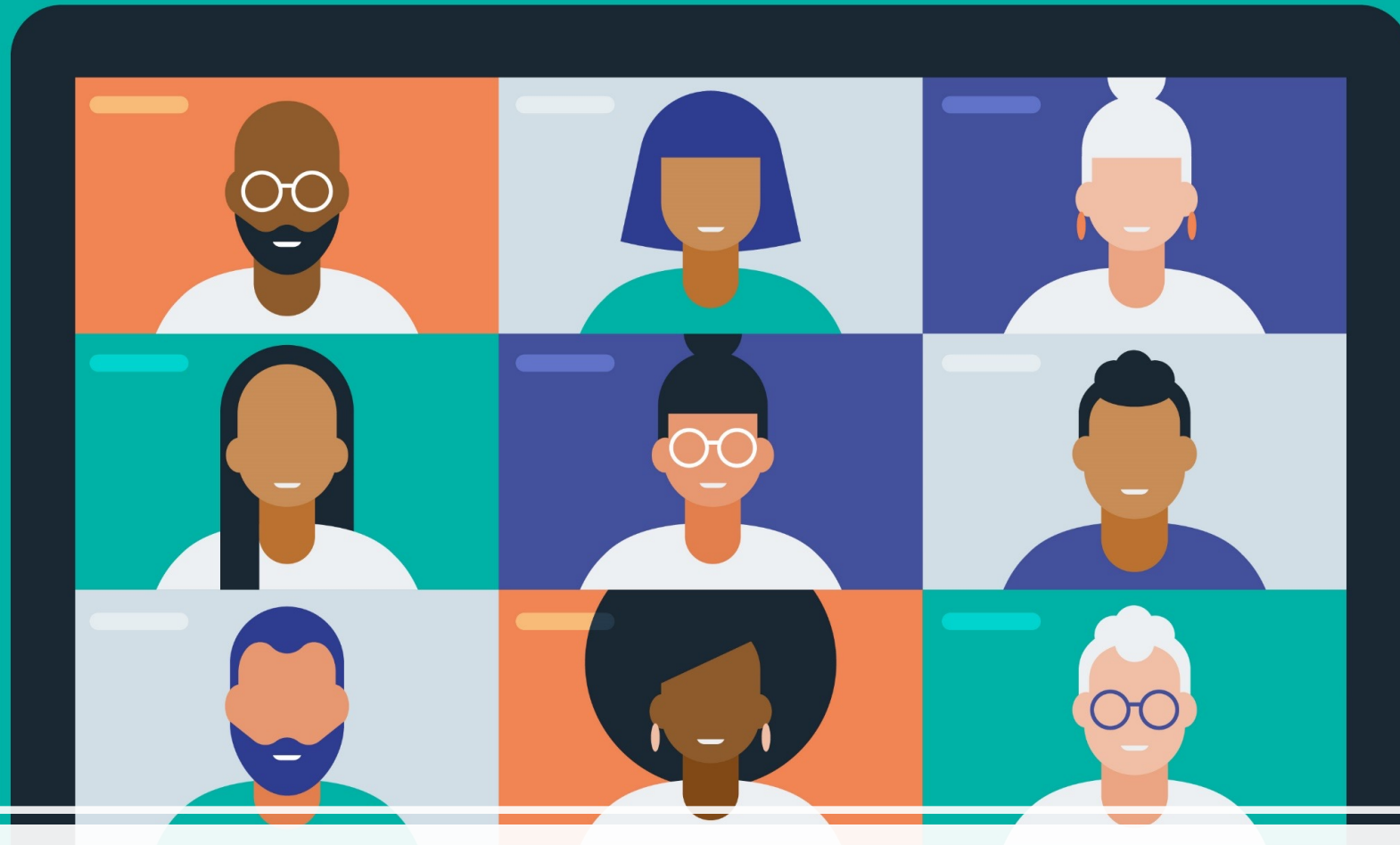
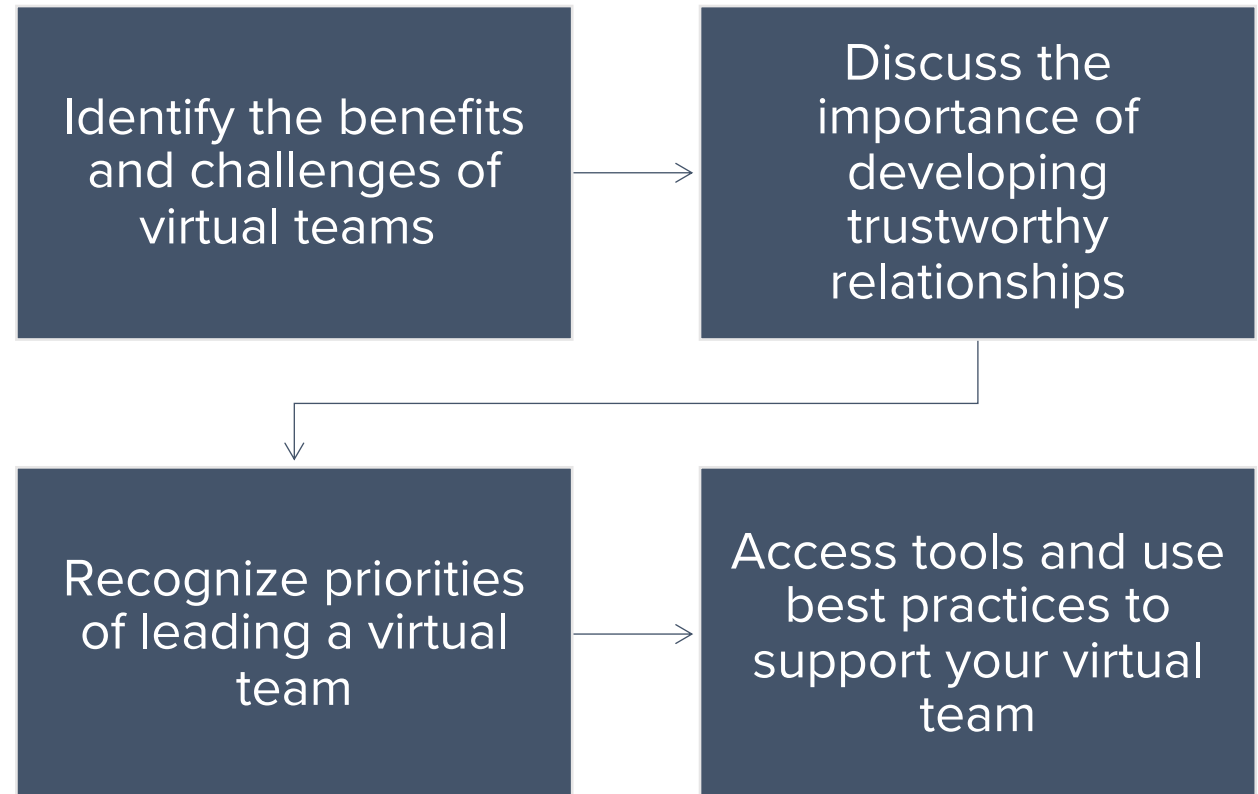




Leading a Virtual Team



Learning Objectives



Working on a Virtual Team





Working Virtually Is:

- **Fully remote:** working all shifts at a remote location
- **Hybrid remote:** working a weekly schedule partially from a remote location and partially from a shared space



What are the
benefits of
working on a
virtual team?



Benefits of Working Virtually



**Variety of
communication
platforms**



**Higher
productivity**



**Improved work-life
balance**



Larger talent pool



**Lower turnover
rates**



**Increased job
satisfaction**



What are the
challenges
working on a
virtual team?

Challenges of Working Virtually



**Collaboration
and
communication**



**Lack of
boundaries**



**Distractions at
home**



**Onboarding and
training staff**



**Technology
issues**



**Time
management**

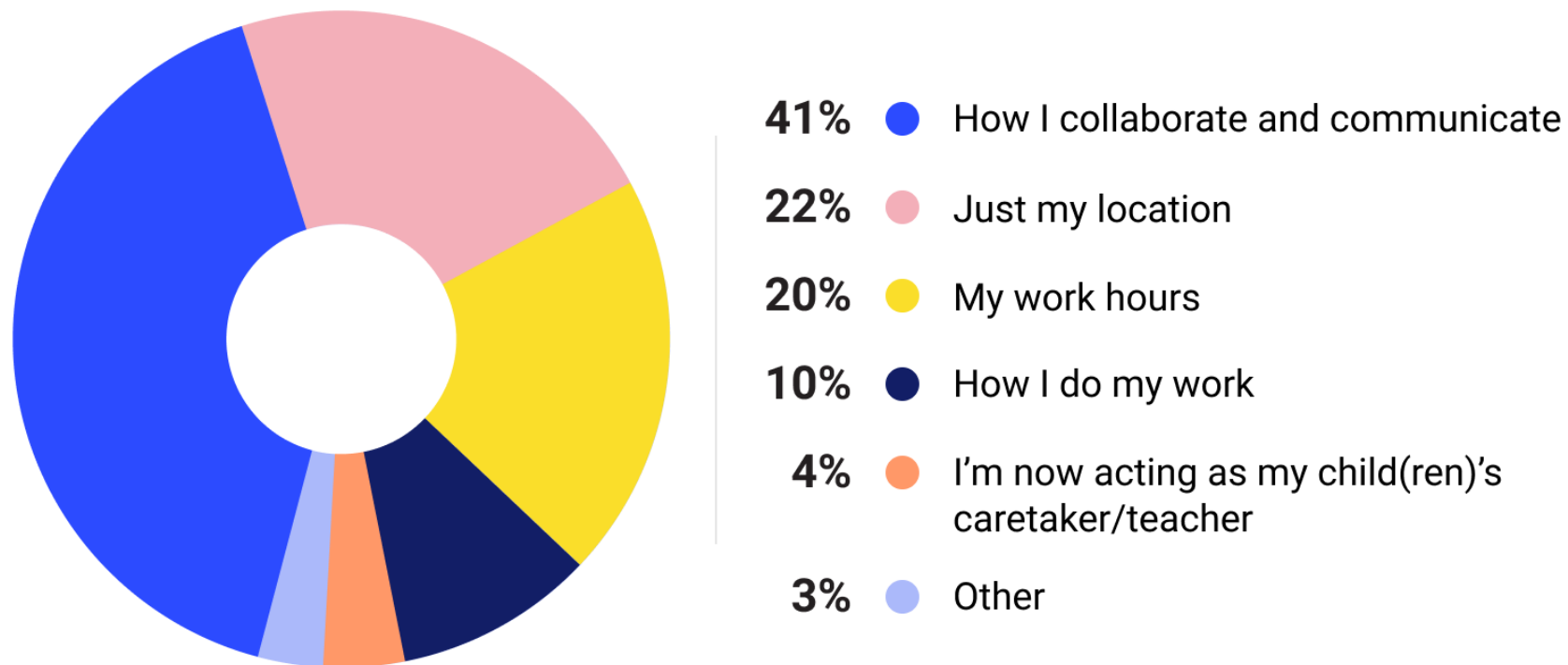


**Loneliness and
social isolation**



2021 State of Remote Work Report by Buffer

What has changed the most about your work now that you work remotely?



2021 State of Remote Work
buffer.com/2021-state-of-remote-work





What is your role as a leader in helping reduce some of the challenges we discussed?

Leading a Virtual Team



Priorities as a Remote Team Manager

- Building trust
- Nurturing connections
- Supporting team performance



Building Trust



Nurturing Connections



Supporting Team Performance

- Candor
- Collaboration
- Development
- Outcomes



Co- elevation

Occurring when a team is jointly aligned and committed to a shared mission, but also committed to each other.



What suggestions do you have on best practices in building a virtual team?

What does an effective virtual team look like?



A stylized illustration of a remote team workspace. It features a central computer monitor displaying a checklist with three green checkmarks and a circular progress chart with a bar graph inside. To the left of the monitor is a red desk lamp. In the bottom left corner is a green potted plant. To the right of the monitor is a pink mug. The background is a light blue gradient with various icons: a lightbulb at the top center, a shopping cart with a gear inside, a bar chart with an upward arrow, and several circular frames containing stylized human figures. White lines connect these circular frames, suggesting a network or communication flow. The overall theme is remote work and team management.

Best Practices in Leading a Remote Team

- Establishing team expectations
- Meeting best practices
- Sustain team energy
- Supporting team health and well being
- Leader resources

Establishing Remote Team Expectations



Project deadlines



Meeting behavior



Set working hours



**Use of software to
track work and
communication**



**Scheduling
meetings and one-
to-one connections**



Best Practices in Virtual Meetings

Tone



Body language



Eye contact



Turn off self-view



Maintain a professional appearance



Rules of Engagement





Sustain Team Energy



**Energy level
check**



**Celebration and
recognition**



Gratitude



**Encourage
recovery breaks**