HELPING REMOTE WORKERS STAY CONNECTED

Set a schedule for regular staff meetings, conference calls, and online chats

- Use technology to make virtual meetings interactive and engaging
- Ensure that the time is predictable and as convenient as possible for all attendees
- Include celebrations and other casual conversations in addition to business to foster social connection

Build teamwork by establishing communication guidelines

- Create opportunities for teams to work together to accomplish important tasks
- Reward effective performance and contributions to these team activities
- Make sure that all team members know their roles and the special talents that they contribute

Use instant messaging and email to assess work progress, to share company announcements, and to communicate departmental news

- Check in with your employees to ask questions, ask how they are doing and share information
- Use instant messaging to share quick news
- Establish a protocol regarding email communications: who should be included, who needs to respond
- If social networking tools are available, add photo, personal, and professional information on profile

Be accessible to your employees

- Be available for and responsive to the needs of all of your employees
- Anticipate that there may be special flexibility needs of remote employees and be open to talking through solutions

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