

# 3 Success Tips for Virtual Team Leaders



Working virtually has quickly become the new daily routine for so many of us.

But leading a remote team presents unique challenges.

## STEP 1: Have Regular Virtual Meetings

- ▶ Set recurring meeting times
- ▶ Have progress updates with team members
- ▶ Share project status with stakeholder groups
- ▶ Add a daily “Open Office” hour to your calendar
- ▶ Use virtual collaboration tools

## STEP 2: Avoid Technology Traps

- ▶ Don't assume all are tech-savvy
- ▶ Set up training led by IT or power users
- ▶ Record training sessions
- ▶ Make a sharable list of training refreshers
- ▶ Allow time for glitches. Be patient!



## Step 3: Set an Upbeat Tone!

- ▶ Smile often when speaking
- ▶ Include everyone—praise often
- ▶ Use gentle humor as a release valve
- ▶ Consider standing during virtual meetings
- ▶ Share difficult information tactfully

**Remember**—we're all social creatures who long to belong. Create a virtual culture where your employees feel included, safe, and encouraged to contribute.

