MCE

3 Success Tips for Virtual Team Leaders

**Working virtually has quickly become the new daily routine for so many of us.
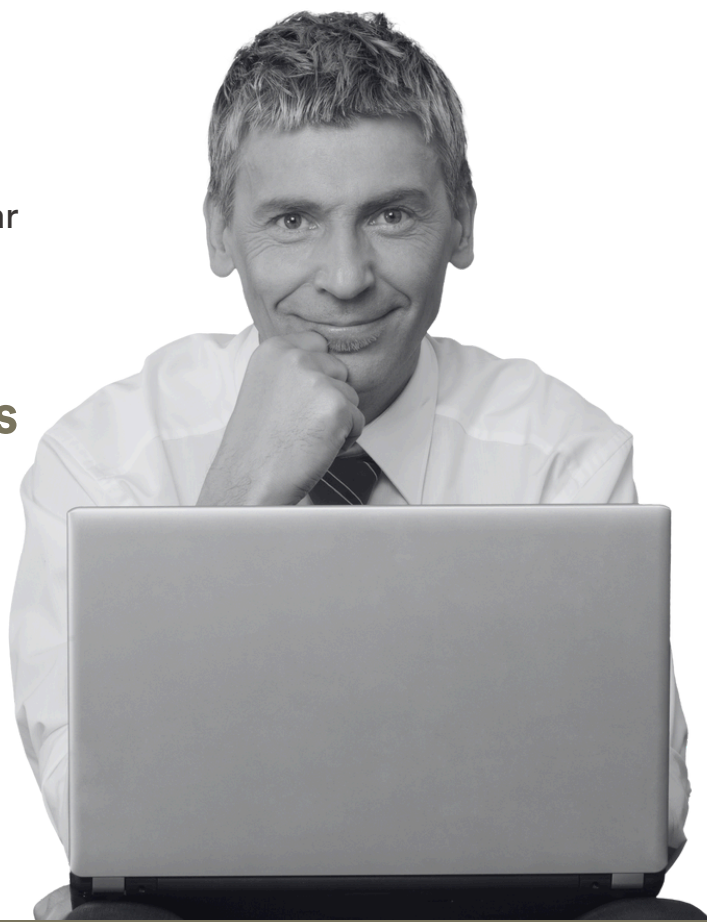But leading a remote team presents unique challenges.**

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.