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How to Lead,  
Not Manage,  
Remote Teams

# TOOL KIT

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# SETTING THE STANDARD

## Leading Remote Teams

STANDARD	BEST	YOUR TEAM'S STANDARD
Flexibility	Everyone has flexibility in their day as long as they meet objectives	
Team Meetings	Everyone is required to attend a weekly team meeting with their video on. Be prepared with: <ol style="list-style-type: none"><li>1. One thing you accomplished that helped the team</li><li>2. What you're working on this week</li><li>3. Where you need help</li></ol>	
One-On-One Meetings	Required to attend a bi-weekly meeting with leader with video on.	
Response Time	Respond within 24 hours. If you can't, let someone know.	
Growth Mindset	GROWTH20 Spend 20 minutes each day on personal/professional growth.	

# TRANSFERRING CLARITY

## Leading Remote Teams

### TEAM EMAIL TEMPLATE

NAME/TEAM,

On [DATE & TIME], we are holding a team meeting. It's important that we all get on the same page and know what's expected of us during this time.

During the meeting we will cover:

- The Current State of the Team & Organization
- New Remote Work Standards
- Our Current Goals & Priorities

It's critical that everyone attend and actively participate in this meeting - that includes having your cameras on.

Looking forward to talking with you all soon. Please let me know if you have any questions in the meantime.

Thank you,  
YOUR NAME

### TEAM MEETING SAMPLE AGENDA

**DEFINE REALITY:** Current state and facts

**DELIVER HOPE:** Your best days are ahead

**CLARIFY PRIORITIES:** What's most important

**TRANSFER THE BATON:** Each team member comes prepared with:

- What they did last week to move the needle
- One thing they're working on this week
- Where they need help

# COACHING FOR DEVELOPMENT

## Leading Remote Teams

### HOW AND WHAT COACHING QUESTIONS TO GET YOU STARTED

#### SHORT-TERM QUESTIONS

I've struggled to unplug from work since we are now remote, how are you managing it?

Do you have a proper work setup at home?

Which aspect of remote work do you enjoy the most?

What's the biggest challenge you face while working remotely?

How often are you speaking with team members on a daily basis?

How is your family handling you working from home?

Is there anything I can do to help you be more productive when you're working from home?

Now that you save on your commute time, how do you spend that time?

What are you doing to keep up your motivation while working remotely?

Do you feel engaged while working from home?

Do you need any additional tools or resources to make working from home better for you?

Do you think there are ways we can improve our weekly team meeting now that everyone is remote?

What hurdles are you currently facing?

What has worked well for you this week?

What short-term goal do you want to achieve?

How can I help you achieve your goal?

## **LONG-TERM QUESTIONS**

What is your career goal?

What technical skills do you want to develop?

How do you plan to develop those skills?

What can I do to help?