

Lead Your Remote Or Hybrid Team

HOSTED BY:



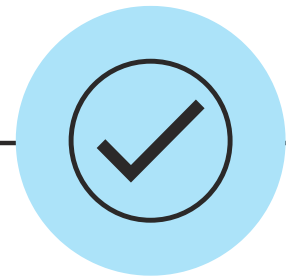
PRESENTED BY: Natasha Schamberger, CPA



Points of Discussion

✓ DONE

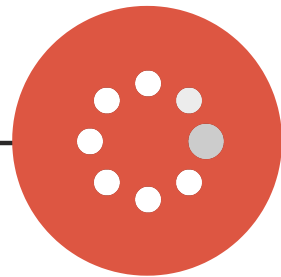
⋯ ONGOING



01

ACCEPT IT.

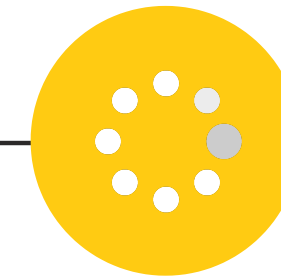
Let go of the past or "back to normal". Approach leading in the new environment with the curiosity of a child.



02

LEAD YOURSELF.

How to take charge, re-charge, and thrive in the world of remote work!



03

LEAD YOUR TEAM.

Create a few simple rules that will allow you and your team to be engaged and intentional about working in a virtual or hybrid world.

NEW REALITIES

NO RETURN TO
NORMAL: Changed
behavior will outlast
the pandemic.



RE-SKILLING:
New realities require
new skillsets.

1

2

3

4

DIGITAL
ACCELERATION:
Historic rates for remote
work and digital access
to service.

GOOD NEWS: Teams
can thrive working
remotely, as long as we
lead with acceptance
and intention!

52%

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Employed American workers
said they would choose to work
from home permanently if
given the option.

Source: Society of HR Management (Feb 2021)



Lead Yourself.

● POWER UP!



TAKE CHARGE!

SET BOUNDRIES

- Create a daily routine with a clear start and end to the workday
- Eat lunch al-fresco but never at-desk-o
- Set specific work and break hours that are clear and transparent
- Don't mix work with personal life, for the most part; unplug to recharge

IDEAL WORKSPACE

- Eliminate distractions (e.g. white noise machine, close the door)
- Replicate your desk set up at the office; Personalize your space
- Stable internet connection
- A good headset is a must

SHOW UP

- Dress for the work day
- Master video technologies and STAY CONNECTED
- **Build trust through communication**
- Fuel up! Eat and drink for nourishment, energy and brain power

It's Up To You.

Decide to make it work well for you.

Overcome fear & procrastination.

Challenge yourself to find a solution for any remote work obstacle.

Make it your goal to feel just as productive and content working remotely as you do in the office.





Rely on the three C's.

Be Curious - ask questions;
find solutions

Be Conscious - practice being
self-aware

Be Compassionate - give
grace; Aim for progress, not
perfection

Lead Your Team.

● POWER UP!



TAKE CHARGE!



SET EXPECTATIONS

- Develop written expectations for communication & availability
- Discuss the expected results and how they will be measured
- Encourage your employee to ask for clarification if needed
- Coach the employee on committing to remote work success

CHECK-IN OFTEN

- Regularly scheduled **video** meetings (as a team and individually)
- IM or pick up the phone often
- Virtual coffee chats for quick personal conversations
- Openly discuss what is going well and areas to improve

ENGAGE THE TEAM

- Provide an agenda with timing
- Greet everyone as they join (smile!)
- Outline meeting etiquette (mute when not talking, remove distractions,
- Ask your team to actively participate; use polls and break-out rooms
- Start with a light-hearted game, chit-chat, or personal stories

Leading a team virtually can be very similar to being in person at the office, as long as:

- we use video as the main communication vehicle
- we practice new skills for engagement and conversation



New Skills?!

Maybe...

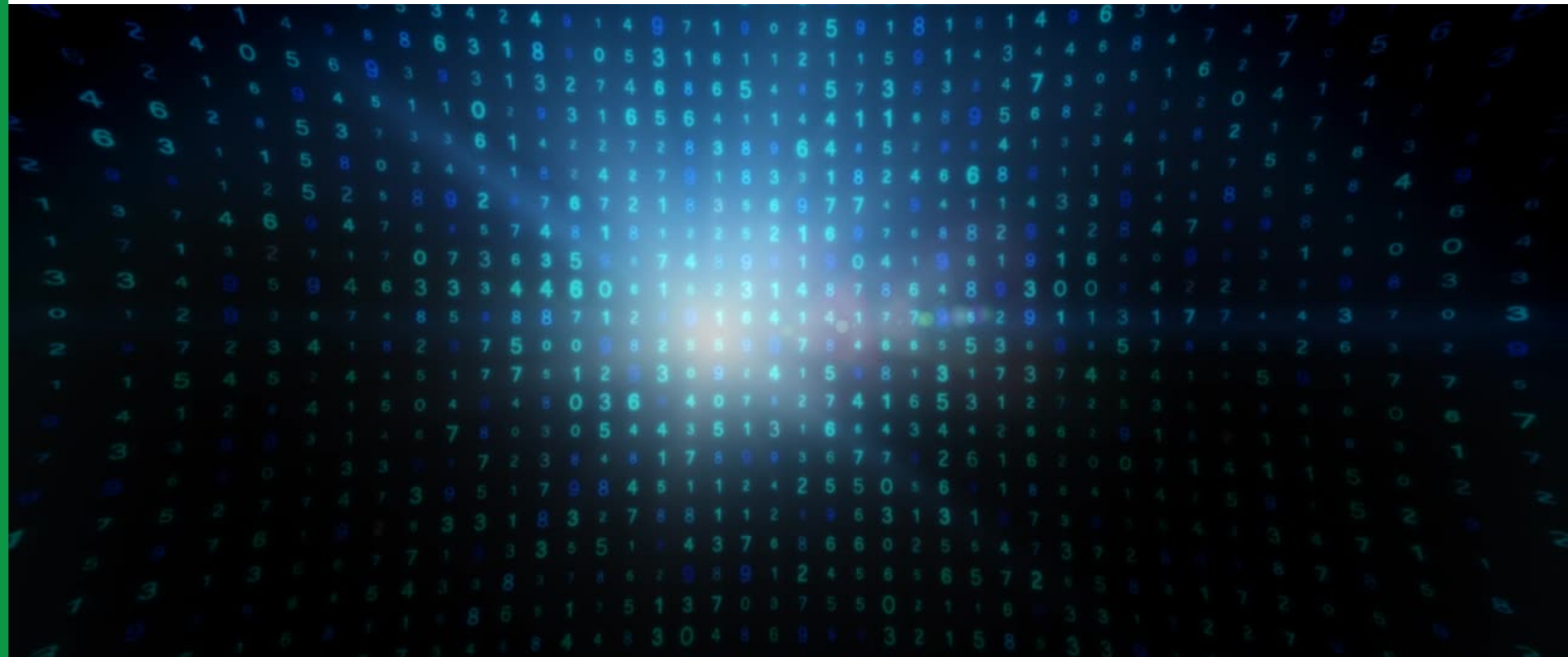
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- Intentional communication
- Self-management as an example
- Build trust on the team
- Build connection on the team
- Digital skills
- Continuous learning & adaptability



Let's Get Digital

- Laptops, web-cam and stable internet for employees
- Paperless process and storage solutions (e.g. Dropbox)
- Video technologies (Skype, Zoom, Teams)
- Shared team calendar
- Call forwarding or Zoom Phone



Team Engagement Ideas



- Virtual Ice Cream Social
- Buzzword Bingo
- Show Team Members Appreciation
- Virtual Escape Room
- Support a Cause as a Team
- #You-Are-Awesome chat channel
- Contests



Be the leader they need.

Nurture your team for remote work success!





INTERHAB

INDEPENDENCE • INCLUSION • INNOVATION

Thank you!

natasha@kscpa.org

KSCPA
Kansas Society of CPAs