



Leading Your Remote Team Effectively

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2023 JOINT ENGINEER TRAINING
CONFERENCE & EXPO



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Leading Your Remote Team Effectively

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Setting Expectations from Day 1

- Set healthy expectations
- Regular check-ins
- 3-month trial
- Full transparency





Meetings

- Cameras on, every time
- 1:1 weekly check-ins
- Two weekly project staff meetings
- The 3-month checkup





Full Calendar Transparency

- Shared Outlook Calendars
- Big Goal: Have assistant book meetings
- Get Started: Have team coordinator book meetings
- Minimum: have a team calendar where everyone can see team unavailability





File Sharing/Storage

- All work done on a shared drive, set everyone up to sync
- Have a system in place for emails to store into your shared drive weekly





Online Collaboration

- Be on GREEN
- Online chat systems set automatically when staff logs on/off





Tools

- MS365 – business suite \$14/month/license: all MS products, SP, email and all updates
- Otter.ai (call recording & transcription) \$99/yr/license
- Loom free versions
- Zoom (offers recordings) \$16/month/license offers unlimited meeting times
- Team (offers recordings)
- Team channels for teaming partners
- Internal Teams channels
- Acrobat Pro business \$17/month/license
- DocuSign
- Canva \$12/month/license or offers limited free version
- Lucidchart
- LMS – multiple available, but you should consider a learning management system as you grow for staff training





Training and Continuous Improvement

- SAME is a great place for training and is offered all over the country
- Train thoroughly at onboarding
- Utilize a Learning Management System
- Have experts on staff train staff and record them for your LMS





Closing Thoughts

- Schedule Regular Facetime
- Encourage Collaboration
- Lead By Example:
- Trust Your Team
- Be Flexible





2023

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MISSION
SUCCESS
STARTS
HERE
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THANK YOU

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