

Comprehensive Remote Management Resources

September, 2020

Tips for the Employer

Supporting Teams

<https://www.forbes.com/sites/sallypercy/2020/04/16/four-ways-leaders-can-support-anxious-and-lonely-teams/>

<https://www.forbes.com/sites/josiecox/2020/05/14/back-to-the-work-workers-safe-happy-after-coronavirus-covid/#53a1f8964fab>

https://www.forbes.com/sites/laurelfarrer/2020/06/11/workplace-culture-without-an-office-is-it-possible/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdclid=5eb416d6f414222e413d6dd6#539fe7344013

https://www.forbes.com/sites/averyblank/2020/07/21/5-ways-to-be-a-better-manager-in-a-virtual-work-environment/?utm_source=newsletter&utm_medium=email&utm_campaign=careers-remote&cdclid=5eb416d6f414222e413d6dd6#3fe3c4685150

https://www.forbes.com/sites/williamarruda/2020/08/17/four-ways-leaders-can-engage-their-wfh-teams-during-covid-19/?utm_source=newsletter&utm_medium=email&utm_campaign=careers-remote&cdclid=5eb416d6f414222e413d6dd6#12943c931306

https://www.forbes.com/sites/darrenmenabney/2020/06/18/how-to-use-storytelling-to-build-stronger-remote-teams-in-the-new-normal/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdclid=5eb416d6f414222e413d6dd6#b44cf593a19c

Below has a 5 step process for including organization culture into remote employee management, in order to unify a workforce. Included are simple worksheets to inform the above.

<https://zoom.us/docs/doc/How-to-Adapt-Company-Culture-for-Remote-Work.pdf>

Team Productivity

https://www.forbes.com/sites/lisabodell/2020/06/18/futurethink-tips-for-enhancing-remote-brainstorms/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdclid=5eb416d6f414222e413d6dd6#7ecfe3302f1a

<https://www.forbes.com/sites/danabrownlee/2020/04/16/this-is-how-remote-teams-stay-productive/#1efd3a6036b7>

<https://www.forbes.com/sites/kevinkruse/2020/03/10/managing-remote-employees/>

https://www.forbes.com/sites/laurelfarrer/2020/05/26/are-your-remote-workers-staying-productive/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdclid=5eb416d6f414222e413d6dd6#3700bd654fb8

Remote Employee Management

https://www.forbes.com/sites/markmurphy/2020/07/09/performance-reviews-actually-matter-even-more-when-employees-are-working-from-home/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdclid=5eb416d6f414222e413d6dd6#1ae42ac014fd

https://www.forbes.com/sites/mikekappel/2020/06/10/4-pitfalls-of-working-remote-the-lesser-discussed-reality/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cid=5eb416d6f414222e413d6dd6#2306c37a64f2

<https://www.forbes.com/sites/markmurphy/2020/04/14/when-your-employees-are-remote-you-have-to-stop-the-body-in-seat-mentality/>

https://www.forbes.com/sites/stephanieburns/2020/06/02/4-work-from-home-mistakes-that-cost-businesses-thousands-of-dollars/?utm_source=newsletter&utm_medium=email&utm_campaign=career&utm_campaign=career&utm_campaign=career&cdclid=5eb416d6f414222e413d6dd6#78ca0ac37e5c

<https://www.gbcorporat.com/courses/management-and-leadership/managing-remote-teams#>

<https://www.forbes.com/sites/forbescoachescouncil/2018/05/30/top-15-tips-to-effectively-manage-remote-employees/#6e9e9fe1503c>

<https://www.forbes.com/sites/nigeldavies/2020/04/07/how-to-be-a-strong-remote-leader-during-lockdown/>

https://www.forbes.com/sites/georgedeeb/2020/05/04/the-pluses--minuses-of-virtual-teams/?utm_source=newsletter&utm_medium=email&utm_campaign=career&utm_campaign=career&utm_campaign=career&cdclid=5eb416d6f414222e413d6dd6#528be0333aba

A Guide to Managing Your (Newly) Remote Workers – Harvard Business Review

<https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers>

3 Non-Obvious Workplace Changes That Will Occur Because Of Covid-19

https://www.forbes.com/sites/kevinkruse/2020/05/13/emplify-adam-weber-workplace-trends/?utm_source=LINKEDIN_COMPANY&utm_medium=social&utm_content=3343956848&utm_campaign=sprinklrForbesMainLI#167b8d43335c

Leadership

Extensive Supervisors' Guide from University of Pittsburgh

<https://www.hr.pitt.edu/news/covid-19-pandemic-supervisors-guide-managing-remote-workers>

Home Workplace Safety and Liability Issues

<https://www.shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/how-to-manage-workplace-safety-issues-for-remote-employees.aspx>

Tips for the Employee

Work from Home is dead, Long Live Work from Anywhere

<https://techcrunch.com/2020/05/18/work-from-home-is-dead-long-live-work-from-anywhere/>

https://www.forbes.com/sites/markmurphy/2020/05/22/two-simple-emails-can-stop-your-boss-from-micromanaging-you-remotely/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdlclid=5eb416d6f414222e413d6dd6#2d9b45952241

Effective Time Management While Working Remotely During The COVID-19 Pandemic - Forbes

<https://www.forbes.com/sites/hvmacarthur/2020/04/05/effective-time-management-while-working-remotely-during-the-covid-19-pandemic/>

https://www.forbes.com/sites/ashiraprossack1/2020/06/29/4-ways-to-beat-the-summer-work-from-home-slump/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdlclid=5eb416d6f414222e413d6dd6#1230c9d214d0

10 Tips For Working Remotely During Coronavirus - Forbes

<https://www.forbes.com/sites/carolinecastrillon/2020/04/05/10-tips-for-working-remotely-during-coronavirus/>

https://www.forbes.com/sites/bryanrobinson/2020/08/09/4-common-mistakes-to-avoid-when-remote-working-and-how-to-correct-them/?utm_source=newsletter&utm_medium=email&utm_campaign=careers-remote&cdlclid=5eb416d6f414222e413d6dd6#38a9534a7892

Work and Home Boundaries

https://www.forbes.com/sites/carolinecenizalevine/2020/06/07/how-to-set-boundaries-between-work-and-home/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdlclid=5eb416d6f414222e413d6dd6#36f6281e50e9

3 Productivity Tips From Work-From-Home Veterans - Forbes

<https://www.forbes.com/sites/shelcyjoseph/2020/03/30/3-productive-tips-from-work-from-home-veterans/>

https://www.forbes.com/working-remote/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cid=5eb416d6f414222e413d6dd6#5ce415e8413f

Advice for remote workers

<https://www.linkedin.com/feed/news/4818108>

https://www.forbes.com/sites/kourtneywhitehead/2020/05/31/3-signs-you-d-be-happy-working-from-home-forever/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdlclid=5eb416d6f414222e413d6dd6#455b0e6c2622

<https://www.forbes.com/sites/joefolkman/2020/07/07/are-your-employees-at-home-actually-working-5-behaviors-that-indicate-productivity-to->

[managers/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdclid=5eb416d6f414222e413d6dd6#5aeaad626b5f](https://www.forbes.com/sites/carolinecastrillon/2020/08/16/5-tips-to-grow-professionally-while-working-from-home/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdclid=5eb416d6f414222e413d6dd6#5aeaad626b5f)

https://www.forbes.com/sites/carolinecastrillon/2020/08/16/5-tips-to-grow-professionally-while-working-from-home/?utm_source=newsletter&utm_medium=email&utm_campaign=careers-remote&cdclid=5eb416d6f414222e413d6dd6#37acd10d4aa4

Make Working from Home more Joyful

<https://ideas.ted.com/9-things-you-can-do-to-make-working-from-home-more-joyful/>

The below article, by author Bryan Robinson, starts out with a rather rambling discourse on ***Mindful vs. Mindless Productivity***, but has 10 very practical suggestions to improve working at home (reviewers opinion).

<https://www.forbes.com/sites/bryanrobinson/2020/05/05/10-tips-for-mindful-productivity-while-working-from-home/#2152ebed5b11>

Productivity Tips

https://www.theoaklandpress.com/lifestyles/vitality/helpful-tips-to-stay-productive-while-working-from-home/article_cf1a5726-77a8-11ea-9348-930c53b6a41d.html

<https://www.sciencemag.org/careers/2018/12/six-tips-happy-productive-remote-working>

Mentoring and Digital Tools

<https://www.forbes.com/sites/biancamillercole/2020/06/23/5-steps-to-building-successful-mentoring-relationships-in-the-digital-era/#34b876fa6a3c>

Structure, Flexibility, Meetings and Communications

Meetings

<https://www.forbes.com/sites/darrenmenabney/2020/07/27/five-questions-to-ask-yourself-to-better-manage-time-zone-differences/#531c76378af2>

<https://www.forbes.com/sites/lisabodell/2020/04/29/futurethink-tips-for-hosting-virtual-meetings-like-a-pro/#162d43877ebd>

https://www.forbes.com/sites/markmurphy/2020/05/26/two-tricks-to-stop-people-from-mentally-disengaging-and-multitasking-during-your-virtual-meetings/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdclid=5eb416d6f414222e413d6dd6#1a749912629e

Tech Tools, Office Logistics and Information

Home Office Tips

<https://www.usatoday.com/story/money/2020/05/18/coronavirus-remote-work-home-office/5182645002/>

Using Zoom

<https://www.forbes.com/sites/shelcyv joseph/2020/04/17/5-tips-for-owning-your-zoom-meetings/>

<https://www.bbc.com/worklife/article/20200421-why-zoom-video-chats-are-so-exhausting>

OWL Labs sell video conferencing equipment, but also provide a number of remote management tools and templates. One example, targeting leaders, is below.

<https://www.owllabs.com/download/how-to-manage-remote-employees?submissionGuid=208d8620-aa59-4e19-8c00-20e6454cd6aa>

https://www.forbes.com/sites/igorbosilkovski/2020/06/11/after-selling-their-first-company-to-yelp-these-entrepreneurs-raise-7-million-to-help-companies-manage-remote-teams/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdlclid=5eb416d6f414222e413d6dd6#3e5980b418e2

https://www.forbes.com/sites/laurelfarrer/2020/06/26/the-7-tools-that-every-remote-team-needs/?utm_source=newsletter&utm_medium=email&utm_campaign=career&cdlclid=5eb416d6f414222e413d6dd6#688141be31cb

<https://www.forbes.com/sites/kpmg/2020/06/23/covid-19-how-will-sports-and-live-entertainment-find-a-new-normal/#63102fd87ae8>

Courses and Other Videos

Remote Work Bootcamp: 4 hr. course, free to healthcare providers

https://nomadicacademy.com/remote-work-bootcamp?keyword=%2Bmanaging%20%2Bremote%20%2Bemployees&creative=423114381738&gclid=EAlaI QobChMI8p6Bml7c6AIVw_rjBx1u0wuGEAAyAAEgJkuvD_BwE

When ALL of a Sudden You Are Managing Remote Employees: A \$12.99 online class (1 hr.) for Managers

<http://www.udemy.com/course/managingremoteemployees>

From contributor Dan Pontefract, there are simple toolkits available for both manager and employee (short, six to seven minute videos, slides and more). An excellent resource.

<https://www.forbes.com/sites/danpontefract/2020/04/02/free-toolkits-to-help-you-lead-and-work-from-home/>

<https://www.mcstech.net/managing-remote-employees/>