



## Managing a Remote/Hybrid Workforce Best Practices



1. Encourage the hearts and provide inspiration
2. Use Emotional Intelligence (EQ) Be compassionate/understanding
3. Have fun. Recognize achievements/staff, celebrate wins
4. Connect with staff, Build relationship
5. Be positive and supportive
6. Be authentic and transparent
7. Be accessible, follow-up on a timely basis
8. Delegate and empower the team
9. Manage tasks and give feedback
10. Allow for different approaches to work

1. Don't Micro-manage
2. Don't manage the people, manage the work
3. Don't Be demanding
4. Don't Be negative
5. Don't Be phony - mean what you say
6. Don't Procrastinate
7. Don't Ignore problems and needs
8. Don't Be Absent
9. Don't Make commitments without communicating to staff and re-prioritizing staff's work

