

27 TIPS TO Manage Remote Work Force

A reliable work force is the back bone of any company. Many Virtual organization today strive to achieve a smooth working work force. This is necessary if true organization objectives need to be achieved. This can only be achieved by mutual respect and transparency. The following managerial tips can really help.

1. Ensuring a chat room is open regularly

A chat room makes virtual workers to feel connected to one another as a team. It also reduces boredom after spending long hours working. The most common software for chatting include Slack, Skype and Hip chat. Through quick chats integration and cohesion can be achieved in Virtual teams.

2. Establish chances for Virtual team members to Chat both formally and informal

This can always be a nice opportunity to refresh their minds. The best places for such chats is in conference halls and team building events. As a manager you must ensure everyone has a role to play. Although ensure the team members are not detracted from the main objectives.

3. Project Management Tools

Organizations need to store their records properly for future decision making. This keeps communication between you and remote workers more organized. Most organizations communicate by creating short videos using software such as Webcam or Jing.

4. Screen sharing Tools

Information sharing is very important in virtual teams. To ensure team members see what others are doing there should be screen sharing. This is through Team viewer and Join me. The most popular screen sharing tools are Google, Hang outs, slack and skype.

5. Video Conferencing technology

With ever changing technology in the World, Video conferencing is the option. This can make you save time by talking to workers directly. There are a variety of options for video chats e.g Slack, skype and Zoom. Workers will work smoothly knowing you as the manager is watching over them.

6. Capture quick videos for visual Communication

Workers can easily understand what you are instructing them to do through visual. You can capture desk top screen shots and put arrows, labels and notes .This is suitable with YouTube video or screen capture tool like Jing. Then later they are free to ask questions where they seem not to understand.

7. Select the best communication style

Example, Emails can be created for quick response in communication. Through project management tool or chat programmes. Chat programmes include Skype or Google. Video chats and virtual phone systems. They are centered on cloud technology that allow quick and easy calling and messaging.

8. Be keen on Chat and Email Overload.

The purpose of Chats and mails is for easy communication. Therefore remote workers are not suppose to be over worked with many messages. As a manager ensure smooth flow of information from you and them. Plan your communication schedule to be coherent with your workers time. Ensure also they don't over work you with a lot of information.

9. Set up a meeting rhythm

You should ensure frequent meetings are organized .That can be daily, weekly or monthly. The purpose of such meetings is to enable you follow up on your workers progress. You should also utilize such meetings to communicate new changes .Ensure such meetings don't interfere with the work.

10. Effective Integration of documents and spread sheet

Documents that are being prepared or edited by many people are saved in Google drive .Drop box can also be used to share documents. Google drive is more secure as it integrates information in same portal. This makes it easy for workers to share information.

11. Make systems to work

A manager is a simple of authority in any organization. You as a manager you must ensure workers follow every process to achieve objective. This can be achieved through proper documentation, testing and giving suggestions. The failure of the organization is a weakness to the Manager.

12. Set up project management systems

Management systems are helpful in controlling virtual teams as they arrange documents and conversation. It makes project sharing of information later easy. You should ensure auditors have easy time accessing documents from remote workers. This also ensure accuracy in information stored.

13. Allow flexibility in work hours but also keep consistency

Remote workers need to be given a lot of time out of work. Though it doesn't mean they shouldn't meet deadlines. Their work schedule should be designed in such way that not all of them work at the same time. Some should work at night then others during the day. This is important to reduce work related stress.

14. Track hours worked ,attendance and other basic measures of productivity

Ensure you build time doctor software to handle those exact issues and also track website visited. Bigger organizations have Time tracking software or time sheet template. It is used as a tool to ensure workers keep time at work. Those that don't observe time, you should always punish them.

15. Evaluate your new workers with short term tasks before hiring them longtime

Employee's ability to work should be gaged by you as a manager. Simple tasks are administered to them to prove their proficiency. Those that show mastery of the skill are retain first .Then those that have problems are assisted through in service programmes.

16. Employees should be rewarded well

Remote workers are well managed if you pay them well and on time. Those with exemplary performance should be rewarded with gifts. This boosts morale and team work. Respect to their human rights is also fundamental.

17. Set time for educating new employees about your company.

A company profile is very important to workers. You should ensure the new workers are well informed about the company. The company objectives and mission should be well highlighted. Company rules and regulations should be at the finger tips of all remote workers. They must know the owners of the company and board of management.

18. Take time to meet some employees in person.

Employee-Employer relations is vital for success of the organization. Take few hours to meet them and talk to them personally. Through this you will understand their feelings and give you secrets to success. Remote workers need to see you around before they work on timelines.

19. Create Virtual friend ship

Friendship is secret for good relations in an organization. You are a foundation of friendship as a manager. Workers are motivated to work towards organization goals through video chats. Take few minutes to laugh and joke with them. They will promote their desired characters in work place because of love.

20. Communicating effectively and regularly

Ensure you communicate effectively to every employee without discriminating. Create a good interval of communication. Also be specific on what to be done first. Ensure regular checking of Emails and make quick response. Advice your remote workers to always follow protocol when disseminating information.

21. Create true team feeling

Employees should always work as a team. Teams makes them to consult effectively and make necessary adjustment if need be. Sometimes you can give a similar task to be handled by different people. It gives them time to learn from each other too.

22. Provide enough time to work

Time is gold, allocate enough time to tasks to be done. This should be based on complexity and how tiresome the task is. Lack of enough time to work will always cause discomfort to workers. A clear time table should be given to every employee.

23. Discipline

You must ensure there is discipline in your work force. This can be achieved by ensuring you are also disciplined. Don't shout to employees. Create awareness on desirable work ethics like transparency and accountability. Ensure work that has been done is neat and well edited. The environment they work from should be desirable.

24. Understand office and remote culture

You should ensure you put across strategies that favor all your work force. If you have two groups of workers i.e. office and remote. Ensure the remote ones are not disadvantaged. If a meeting is supposed to take place, all groups must be notified.

25. Do a quick follow up on how your remote team are coping

Sometime working online can be stressing, especially for new workers. You must make a follow up, ask them on their challenges. Try to inspire them with positive attitude. You can also give them alternatives. Though most of them can shy away.

26. Report preparation and submission

It is the responsibility of the employer to ensure reports are prepared .This should be done by employees and be submitted to employer either weekly or monthly. This makes the employer to track record of employees easily e.g. challenges and sales made.

27. Manage your remote workers location

For efficiency in working, the employer should know exact locations of workers. This can be categorized according to specific time zones. Applications such as Google maps can be effective. Those that are unwanted can be expelled from the system. Time zones can be effective for employer to plan.

28. Promote Integrity

Managing remote workers can be a challenge if honesty is not practiced. The employers can be cheated with manipulated data. Sometimes scammers take advantage to defraud employers and workers. Employers and employees should be people with integrity. Those found culpable should be expelled or face the law.

Remote working is the trend of our generation. Eighty percent of world population works remotely. To work smoothly the employer should observe the above tips. Also the employee should conduct themselves in a desirable manner .Building stronger values of our society should be the driving force.