

# Guidance for Leaders with dispersed teams

## Strategy



### Connecting

## Why use this strategy?

- Develop systems and routines for the team e.g. hold team meetings at the same everyday/week
- Check in regularly with every team member individually
- Listen to their concerns, ideas and thoughts to how they want/need to achieve their tasks
- Use this time to get to know each of your team members and their families
- Create a shared purpose and sense of belonging as a team
- Create processes to show your appreciation of their contribution

- People need certainty and clarity to meet your expectations and stay focused
- They may be feeling overwhelmed
- They may have some insights that can help move the team forward to achieve goals
- Let them see your human side
- They may be missing the companionship of their team members
- They may be feeling isolated and undervalued at this time.



### Prioritising

- Identify your own emotions - look after yourself and seek support so that you can respond well to other people's emotions and not judge harshly
- Talk to your team about what matters –be present focus on the facts and what can be controlled
- Identify your team's and the individual team members prioritises; what is really important? What can the team do, what is asking too much as this moment and can temporarily wait
- Set clear goals with the team that are achievable now
- Turn your expectations into visuals e.g. set up visual boards for targets attainment, share your concepts in a diagram
- Trust your team members even though you can't see them working – give them their control

- You may be feeling anxious, angry or fearful and this is contagious
- Give certainty and focus attention on what can be done
- Don't overwhelm them as they create new routines, give them a roadmap.
- They understand the context and purpose and you understand their home lives and commitments
- Shared purpose and focus
- They will show what they are capable of and where they need support



### Video meetings

- Set rules i.e. all team members are on video, no phones, no distractions
- Start with 'how are you' and ask them to share a highlight or something humorous in their day/ week
- Be present and actually listen to what they are saying
- Not all of the meeting has to be task focused, make some time for fun

- You can then see who is coping well and who is disconnecting
- They will see that you care about them and it is not all about the task and making money
- They will feel you are there, and you value them and in turn give back
- This will lift them positively



### Converting your team's rituals

- Consider your teams normal 'rituals' e.g. birthdays, targets celebrations and find a new creative way to continue
- Create social moments e.g. E drinks on a Friday night

- Give them some 'normality' in an unpredictable world and bring a sense of belonging to the team
- End the week on a high

