

15 TIPS FOR VIRTUAL TEAMS

Communication Tips

2

Use task-oriented communication.



3

If you're building a team, consider how employees act when working with teams. Teamwork styles are important to consider. Team assessments can help a leader discover more about how each person works.



4

Create a personal connection between team members. Have at least one face-to-face meeting with the whole team.



1

Try to ensure everyone feels included in team processes and continues to be engaged.

A main drawback of virtual teams is lost context. People start to feel isolated and lose trust in the other members.



5

Make sure everyone interacts frequently.

Tips for Setting Clear Expectations

Distribute all materials at the beginning. Give people a clear picture of what the team is responsible for getting done.

Make sure you create defined processes at the beginning. Show how teams should be working. Conflict can arise if processes are not defined.

Make sure you establish your role as the leader. Display what kind of a leader you are and that they can trust you to help.

Determine, as a team, how conflict will be addressed and solved.

Technology Tips



1 **Keep current on all technologies in use for your team.**

2 **Have good resources to teach other team members the technologies they need.**

3 **Design and coordinate tools that work best for your team depending on their tech proficiency.**

4 **Be expressive and project your voice.** Conversation via video can project a lack of confidence. Moving enhances voice quality.

More About These Tips

Communication Tips

The ability to drive and improve communication among team members is critical to any team leader, but it becomes even more necessary for geographically distanced teams. Here are some best practices to keep communication flowing in a virtual team:

Tips for Setting Clear Expectations

Because members of a virtual team don't have the opportunity to see each other often, it's imperative that everyone understands what their responsibilities are and how things will get accomplished. The following are some guidelines leaders can follow:

Technology Tips

Technology, from video conferencing to email, is how virtual teams communicate. Virtual team leaders don't need to be tech experts, but they should have a solid grasp of all tools being used by their teams.

What would you add as other tips to this list for leaders of virtual teams?

Let our readers hear your ideas and join in the discussion.

More Team Tips

1 **Promote self-leadership across the team.**

2 **Encourage and provide regular feedback.** Give team members an understanding of how they and the team are doing.