

# Virtual Team Building and Management

## Early and Often

Check in with your employees on a regular basis, whether by phone, email, conference, etc. Don't let employees struggle through a problem over a long period of time. Don't wait for them contact you; reach out to them to offer help. Contact each employee often and follow up after any problems they have reported. Keeping in touch with each employee not only cuts down on large problems, but it shows your support in the employee and can boost their morale substantially.



Tips:

- Create a regular schedule to check in with employees
- Find what methods work best for each employee
- Keep track of small problems that arise early to prevent bigger ones later

## Provide Timely Feedback

Positive or negative, feedback is a great tool to help employees at work. On a virtual team, giving timely feedback is important to the team's overall success. Employees need to know how they are doing on assignments and need to know if they need to change anything. Since the manager cannot randomly approach the employee to give feedback as they would in person, it is best to set up regular, scheduled sessions (such as by phone or chat) to alert the employee of any negative feedback that needs to be addressed or any positive feedback that should be shared. This will require the manager to get to know the employee personally so that the feedback sessions are not awkward or uncomfortable.



## Respect and Embrace Differences

Diversity among a group is always a good thing, but under the wrong impressions it can ruin any team. Whether the difference is a type of culture, political opinions, or simply a difference in background, all these factors can change how a person interacts with another person and what kind of view they have. When team members are diverse, it can keep the team from thinking on one path and stop the 'one track mind'. It opens teammates up to new ideas and points of view, which in turn can create new concepts for projects and assignments. Together, they can learn to not only respect their differences among each other, but embrace them to create a whole new work style.

