CREATING AND MAINTAINING RELATIONSHIPS WITH REMOTE CO-WORKERS

VIRTUAL VOCATIONS, INC.

TELEWORK BLUEPRINT

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5 ACTIONABLE STEPS for Creating Relationships with Remote Co-Workers

1. MAKE PERSONAL CONNECTIONS
   Conversations about families, hobbies, and non-work interests deepen ties by highlighting parallels despite generational or geographical variances.

2. RESPECT TIME ZONES AND CULTURAL DIFFERENCES
   Basic virtual etiquette teaches us to consider co-workers' schedules, customs, and holidays when planning team and department meetings or events.

3. ENGAGE IN TEAM BUILDING ACTIVITIES
   Learn more about remote co-workers via distributed team building events like online coffee hours, virtual volunteerism, and live video work sessions.

4. NETWORK IN MUTUAL SOCIAL MEDIA AND CAREER CIRCLES
   If comfortable, expand social and career circles to include remote co-workers. 'Friend', 'Like', or 'Follow' them and/or invite them to join professional groups.

5. BUILD TRUST BY DEFINING BOUNDARIES
   Each person has the right to define their boundaries. Trust between remote co-workers builds over time when limits are established, then respected.
PARTICIPATE IN AVAILABILITY CULTURE
Timely responses are critical in telework spaces since the traditionally accessible communication style of an on-site office is not present in remote work settings.

REMEMBER THE LITTLE THINGS
It is not about performing grand gestures to compensate for a lack of in-person interactions. Instead, be a present friend in good times or bad.

BE MINDFUL OF ALL COMMUNICATION METHODS
Telework attracts workers with unique communication styles. Before rushing to judgment, assume positive intent from co-workers' messages.

CELEBRATE ACHIEVEMENTS PEER-TO-PEER
Remote jobs are competitive but remote workers can strengthen co-worker bonds by championing one another's successes.

IMPROVE PERSONAL WRITING STYLES
Reducing redundancies, using active voice, outlining complex messages, scrapping filler words, and proofreading are strategies remote workers can use to become conscious writers and better co-workers.
5 BEST PRACTICES
for Remote Managers to Build Co-Worker Relationships

- PROVIDE REMOTE TEAMS WITH COLLABORATIVE TOOLS AND TECHNOLOGIES
- COMMUNICATE REGULARLY AS A TEAM AND ONE-ON-ONE
- ENCOURAGE EMPLOYEE FEEDBACK CHANNELS
- ENABLE EMPLOYEE RESOURCE GROUPS (ERGS)
- ESTABLISH CONDUCT RULES AND TWO-WAY EXPECTATIONS IN A REMOTE WORK POLICY