

CREATING AND MAINTAINING RELATIONSHIPS WITH REMOTE CO-WORKERS



**TELEWORK
BLUEPRINT**

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.

5 ACTIONABLE STEPS

for Maintaining Relationships with Remote Co-Workers

1

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.

2

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.

3

BE MINDFUL OF ALL COMMUNICATION METHODS

Telework attracts workers with unique communication styles. Before rushing to judgment, assume positive intent from co-workers' messages.

4

CELEBRATE ACHIEVEMENTS PEER-TO-PEER

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

5

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

