

WORKSHEET 6

THE PROCESS OF SUCCESSFUL DELEGATION FOR REMOTE TEAMS



The rise of remote work has led to some unique challenges for the team leaders who have to coordinate staff that may never be in the same state, much less the same room. Here are 5 simple steps on how to delegate work to remote team members:

DEFINE THE WORK BEING DELEGATED

It's hard to delegate work if you don't have a precise understanding of exactly what you're delegating. This is important regarding in-person work, too, but it's especially important in a remote setting since so much of the delegation is going to be done in writing, which necessitates some very detailed and specific instructions. Start by surveying the work you need done, and establishing some basic parameters like the scope of the work, the objectives you need to achieve, and the timeframe you're working in.

UNDERSTAND YOUR PERSONNEL

Once you've defined the tasks that you'll be delegating, take a look at your team members. You'll need to match the tasks with the capabilities of your people such as unique skills, their experience level, their collaboration style and their availability at the moment..

GIVE THE BIG PICTURE WHEN YOU GIVE DIRECTIONS

One of the challenges of delegating to remote teammates is that it's more difficult for each employee to see how they interact with the rest of the company. For example, in an in-person setting, your graphic designer handling the infographics for a big report might understand the urgency of their deadline because they've heard their manager talking about presenting that report at the meeting the next morning.

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BUILD IN FACE TIME

Maybe the biggest challenge of managing a remote team is how hard it can be to forge those personal connections. Email is fine for getting the basics across, but make an effort to jump on a video call with your team members on a regular basis to go over the progress made on your projects, and to address concerns or questions.

KEEP COMMUNICATION OPEN

No matter how careful you are to define and communicate your tasks precisely, there's going to be some ambiguity. Whether this comes from miscommunication on your side or misapprehension on the employee's side, there will inevitably be little problems that crop up during your workflow. Use instant messaging apps such as Viber or messenger as open channels for instant communication.

