

# Top 10 tips

## How to manage people working remotely



Managers and management style are key to a team's success. A good manager should identify and tackle problems, and take a proactive approach to ensuring wellbeing. On the flip side, a bad manager can cause stress, sickness absence and even result in people leaving the company. But with more and more people working remotely, how can managers still ensure they do what's best for employees?

Here are our top 10 tips.



1

Be as **open as possible** and trust people to do what is expected of them.

3

**Communicate** clearly and honestly. Hold regular team meetings, but also call staff individually – even if it's just a catch up. Talk about how they're doing – not just work.

5

**Promote training and development** opportunities to keep up interest and motivation.

2

Recognising stress or a lack of engagement early is vital. Get to **know each team member** so you can spot when there is a change. Be aware of how they communicate on the phone, their performance, the tone of their emails and ideally, via video interaction to gauge how they look and their mood.

4

Treat **all team members** as you would want to be treated yourself.



6

Don't forget the importance of recognition and thanks.

8

Ensure staff liaise amongst themselves – peer-to-peer interaction without a manager is essential.

10

Remind people of the importance of taking breaks. Remember the 40:20 rule, 40 minutes sitting, 10 minutes standing plus 10 minutes moving and/or stretching.

7

Keep an eye on their output and less on the time they are working – especially if they have children or others to care for. Suggest flexible hours if possible.

9

Act as a role model for positive health and wellbeing.



## About Benni

Benni offers both access to a portfolio of employee benefits, and communication support to make sure you're getting the most out of your benefits.

Benni enables you to provide more employee benefits to more people – helping you to support, protect and motivate your employees

For businesses with more than 50 employees, Benni is here to help.

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