



LEADING A REMOTE TEAM

at the Alamo Colleges District

At the Alamo Colleges we know you as a supervisor are at the frontline helping our employees be Prepared, Engaged and clearly connected to Supporting our number one priority -- Students First! These tips will help you stay engaged, communicate with your teams and stay aligned to working and leading in a remote environment.

Take the **LEAD**



Take steps to engage with your team and be ready to answer and hear concerns.

Be prepared and **PREPARE**



Consider how to work with each team member and the team as a whole.

Expectations to **ENGAGE** are a must



Check in daily to Communicate updates and engage in relevant communication.

Constantly **SUPPORT** team members



Ask how team members need to be supported as well as the team as a whole.

Remember that **TECHNOLOGY** is our friend



Get comfortable using technology to engage members and assist them with work processes.

Establish some **CONSISTENCY**



Check-ins should be consistent throughout the week. Consider team check-ins and individual meetings at a minimum weekly.

Encourage **WELLNESS** and development



Encourage the team to take small breaks, lunch, stretch and practice self-care.