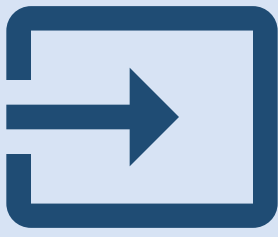


LEADING A REMOTE TEAM



Lead with courage.

In times of uncertainty, lead with courage. Show the way, model our San Jac values, and stay positive.



Lead from the heart.

Demonstrate compassion, create a sense of stability, give hope. Connect with your team and keep your team connected with each other.



Set expectations.

Assign work and check for understanding. Clarify communication channels. Check in with each member at least once a week. Keep team members engaged, accountable, and focused on goals.



Use technology to connect.

Ask team to keep Outlook calendars updated. Use Zoom, Office 365 Teams, and/or Blackboard to connect. Use your camera and screen share.



Establish some normalcy.

Establish a team routine where possible. Schedule virtual meetings, check-ins, and team member report-outs. Engage each person.



Encourage continuous development.

Encourage team members to utilize all of the online training resources in Cornerstone Learning.