

# managing a distributed team

by guest contributor Anne-Marie Lowery

A bit about Anne-Marie, she is a senior HR business leader in the tech industry and also runs a truly innovative coaching company called 'The Inside Out Coach' utilising the power of nature, the outdoors to connect, breakthrough and build new habits. Anne-Marie is a certified Executive and Life Coach and hold qualifications in Fitness Instruction and Personal Training. In addition, she holds a Degree in Communications Studies, a Masters in Human Resource Management and certified through the British Psychology Society for Psychometric Assessments.



## On-Boarding New Peeps in a Remote World

So, you've successfully hired a super new member of your team and waited patiently for their notice period to be completed. All of a sudden you're faced with onboarding your new team member remotely.

So, what next?

Onboarding done well drives higher engagement and regardless of the current situation, you ideally want to develop your new talent into longer term talent. Now more than ever, onboarding needs time, attention and consideration. Similarly to physical onboarding, you will need to consider the following:

- How will you create a welcoming environment?
- How will you create a sense of community and build a relationship with the new team member? (Check out our doc on building connection & community for ideas!)
- Who will act as the new person's buddy/mentor?
- Are there any dedicated groups that the new team member can join?
- And, what will work for your team and your new team member in doing this remotely?

## Tips on how to support a new employee while working remotely

- Reach out to them before their official start date and share with them information so they know what to expect for their first day/week
- Begin to build rapport - schedule informal coffee catch ups with you each of your team members with your new joiner
- Introduce them to their buddy and mentor. Don't forget to explain the role of their buddy!
- Support, support, support - connect through all forms of communication paths so that they continue to feel like they know you are there as their manager
- Highlight and talk through their initial goals & expectations of their role
- Are there any initial goals that you can set for them? Through doing this, you have the ability to set them up to achieve a small goal which will subsequently build their confidence
- Can you share any online learning/reading materials virtually?
- Schedule daily catch ups or an opportunity to keep communication open across the day. While this may be challenging for you as a manager, can you also leverage off of your high performers within your team?