Managing Remotely Worksheet

Challenges of working remotely

Understanding Virtual Distance and the associated costs

Addressing Physical and Organisational Distances.

Creating a High performing Team – using the Lencioni model

**What are the main challenges you have been experiencing around managing remotely?**

**What would be happening if you did not experience this challenge?** What does your ideal future look like? When do you already achieve this even a little bit and how can you do more of that, more often or extend to other situations?

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| **Challenge** | **Ideal Future** | **When does this already happen or steps towards it happen? How can you extend this?** |
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**How have the three types of Virtual Distance contributed to the challenges you are experiencing around managing remotely?**

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| **Challenge** | **Physical Distance (including geographic distance and time)** | **Operational Distance** | **Affinity Distance** |
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**What insights have you gained from the contribution of types of virtual distance that will help you resolve your challenges?**

**What do you perceive are the costs of these challenges to yourself as manager, to your team members, and to the performance of your team overall?**

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| **Challenge** | **Cost to you as manager** | **Cost to your team member (s)** | **Cost to team performance** |
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**What insights have you gained from considering the costs of these challenges that will help you prioritise where to focus your efforts towards resolving them?**  How can you draw on insights from when you already achieve steps towards your ideal future, and factor in the ease/resources available to implement solutions to clarify your priority actions?

**What insights have you gained from the Lencioni Model of the 5 Dysfunctions of a Team and requirements for a high performing team?**

**What can you do to support your remote team to improve on each level?**  (Pay particular attention to activities for the foundation layer of trust which is particularly impacted by affinity distance in remote working.)

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| **Level of the pyramid** | **Possible actions to enhance with remote team members** |
| **Trust**  (Relationships, positive mindset, recognition,  motivations, agreed behaviours) |  |
| **Healthy Conflict** (openness, embrace diverse perspectives / personalities, listening) |  |
| **Commitment**  (Agree, clarity & closure) |  |
| **Accountability**  (Confront difficult issues,  accountable for actions / behaviours) |  |
| **Results**  (Focus on collective outcomes, shared goal) |  |

**What is your action plan for managing your remote team effectively?**

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| **Challenge** | **Priority** | **Actions** |
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**Optional** – see the Team Charter Worksheet to agree with your team how you will work together.