

**Will it Fly?® Checklist**

**Module:** Managing Remote Employees

**Section:** Enhanced Management Basics

**Section Objective:** To ensure you enhance your basic management skills.

- Have you improved your project management skills in the areas of: pooling of acquired information, knowledge management, being proactive and monitoring processes?
- Even more so than with managing onsite employees, are you taking a hard look at your skills so as to improve your adaptability, good judgment, and ability to make hard decisions?
- Since miscommunication can create problems with a remote employee's performance, do you possess a dollop of humility and the willingness to take on more accountability for your mistakes?
- Have you set goals and performance standards via a work plan?
- Since you may not see your remote employees on a day-to-day basis, are you making sure to judge their performance based on results and not perceived effort?
- As other means of communication may not replace the instant interaction of the office environment, have you taken into account that projects could take longer?
- With employees "self-managing," do you have standardized procedures in place so that the administrative aspects of managing your remote team are performed efficiently?

See Educational Brief for Enhanced Management Basics to learn more.

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