GONZBERGAGENCY

Will it Fly?® Checklist

Module: Managing Remote Employees
Section: Virtual Communication

Section Objective: To ensure you meet the standard for communicating virtually with the remote employee.

☐ To avoid sounding angry when communicating via e-mail, are you making sure to not be too abrupt and "all business?"

☐ To avoid possible hurt feelings, are you taking the time to build some niceties into your remote communiques?

☐ To avoid resentment from "simply being given an order," are you explaining the big picture behind your requests (as you would for an onsite employee)?

☐ Are you encouraging feedback from your remote workers, in order to get insight on their typical practices that would be good for your bottom line?

See Educational Brief for Virtual Communication to learn more.

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