The way you lead feeds into the culture of an organization. Our unconscious bias might be more intense in remote work settings. Read the tips below to learn how to thrive working remotely, while continuing to promote an environment of equity, diversity and inclusion.

Demonstrate Equity, Diversity and Inclusion (EDI)

- Adjust the way you engage with staff and lead with EDI in mind.
- Consider challenges that staff may have in transitioning to new working environments.
- Be an objective listener to multiple perspectives.
- Offer multiple communication channels, including phone, email, Zoom, Skype, IM and text messages to address varied communication preferences.
- Ask for team input through open-ended questions.

Offer Support

- Acknowledge that it's ok to be stressed.
- Be authentic. Display empathy and compassion during uncertain times.
- Offer to mentor and support team members with additional assistance.
- Find the appropriate balance between managing teams and empowering staff to lead projects.
- Highlight accomplishments and successes.

Align Expectations

- Set expectations to clarify goals and avoid uncertainty.
- Define and respect clear boundaries around work hours.
- Clarify calendars and schedule touch points.
- Help manage workloads and look for professional development opportunities.

Lead Inclusive Meetings

- Create agendas and assign roles and responsibilities in advance of meetings.
- Gauge non-verbal communication opportunities in video meetings.
- Confirm meeting attendance and pause throughout the meeting to provide feedback opportunities.
- Paraphrase to ensure clarity and eliminate gaps in understanding.

Additional Resources

- OSU IT: Keep working/Tips for Managers
  - https://it.osu.edu/keepworking/tips-for-managers
- OSU Fisher College of Business: Leadership Initiative Webinars
  - https://fisher.osu.edu/centers-partnerships/leadership/webinars