COMMUNICATIONS PLAN for REMOTE TEAMS

HOW are you going to communicate?

- What methods or channels?
- What message?
- Which audiences?
- How many times?
- How will you gather input?

WHAT are you going to communicate?

- Communicating well doesn't mean communicating everything; it means communicating the right things to the right people in a timely manner.
- Having a simple framework is the quickest way to structure your points, give updates, and prioritize critical information.
- Clearly note how any information shared may impact your team.

THINGS to consider for yourself as you develop your communications plan:

- As a leader, **what information do you need** to be able to craft the message you want to send? How would you get it if it is not readily available?
- **What communication styles and strategies** might work best in different situations?
- How can you **identify and leverage the preferred communication styles** of individuals on your team?
- **What strategies can you use to find a balance** between asking questions, listening, and seeking input vs. sharing a decision or your point of view? (Inquiry vs Advocacy)
- **How comfortable are YOU** with leading in a remote environment? Do your feelings impact your willingness and desire to communicate?
- How will you **measure your team's progress**? How will you check in with them? What tools can you use?