

Line managing remotely

Here are some resources that give tips on how to provide good line management for remote working. The basics of good line management are the same whether remotely or in person – see Investors in People’s [5 most important skills](#) for line managers.

Wellbeing

Line managers are on the front line of good mental health at work. You can support this by helping people to have meaning and purpose in their jobs, setting clear objectives, and giving your team autonomy and trust. It is your responsibility to ensure that each member of your team is OK, is taking adequate rests, knows what they have to do, can work from home and completes a DSE risk assessment. Try to model good behaviour for wellbeing yourself by working within your hours, taking adequate breaks and taking part in some wellbeing activities with your team.

Emails

Model good use of email – send less, try a telephone call instead and don’t email out of hours. Emails should be concise, clear, necessary and only copy in relevant people. You might like to share with your team the [research](#) that has shown that simply by limiting the number of times that emails are checked to 2 or three times a day, you can reduce stress and increase productivity.

[10 top tips for managing remote teams](#), from CIPD

- Agree ways of working
- Show the big picture but prepare to flex
- Set expectations and trust your team
- Make sure team members have the support and equipment they need
- Have a daily virtual huddle
- Keep the rhythm of regular one-to-ones and team meetings
- Share information and encourage your team to do the same.
- Tailor your feedback and communications.
- Listen closely and read between the lines
- Help foster relationships and well-being

[Six best practices for remote meetings](#)

- Make sure the meeting is needed
- Only invite necessary people
- Keep it short
- Share an agenda

[Zoom fatigue](#)

- Avoid a zero-break schedule
- Try different positions
- Avoid eyestrain with the 20-20-20 rule – every 20 minutes you take 20 seconds to look at something 20 feet away.
- Use speaker view rather than gallery view
- Stop your camera for part of the meeting so you can move around
- Consider replacing with a phone call

[How learning to manage remotely could make you a better manager back in the office](#)