KENJO'S TOOL TIPS

LESSON 1

- [ ] Communication is key.

- [ ] Choose the right communication tools such as Slack or Asana for working on shared projects.

- [ ] Use cheeky icebreaker questions to kick off weekly meetings or insert it during morning stand-up meetings.

- [ ] Over-emphasise onboarding to make your employees feel special and welcomed.

- [ ] Set your newbies up with different people in the team right from the beginning. That way they'll have a reliable go-to-person for any questions that might arise. Learn 8 tips to effectively hire and manage remote employees here.

- [ ] Build a buddy system to help new employees connect with their new environment.

- [ ] Set scheduled video chats, this helps especially to overcome feelings of isolation when working from home.

- [ ] Define clear goals for remote workers to set them up for success so nothing gets lost in translation.

- [ ] Invest in company retreats — and do 'em right.