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?