



Keeping remote workers engaged and feeling positive

Many employees now work from home to follow local and federal social distancing guidelines to help reduce the spread of COVID-19. Although a lot of companies already had employees who worked remotely, for some, this may be their first time working from home.

Employers are looking for ways to keep their employees engaged and feeling like a valued part of the team. Many experts across the country have offered advice to those new to managing employees remotely. We've compiled these tips to help create some normalcy for you and your employees.



Be transparent

Employees may have questions about the changes employers are making to address COVID-19. The U.S. Chamber of Commerce suggests “consistent and transparent communication.”¹ You may not have all the answers but share what you can to build trust and open lines of communication.



Lead by example

Not everyone will have the perfect home office setting, but you can set a good example. Set up video meetings when possible and make sure you have a neutral background free from clutter, good natural lighting and limited background noise.¹



Check in regularly

Employees will look to their leadership to provide direction and motivation. Call, email or chat with your employees frequently to see how they're doing and if you can help. Keep in mind, employees may feel stress from issues beyond their control, such as taking care of small children while trying to be productive at work. It's important to acknowledge employees' concerns and offer encouragement and support.²



Be flexible

Employees working from home may have other family members trying to work or do schoolwork as many universities and school districts have shut down for the school year. Be mindful of the issues facing your workforce and provide flexibility. Employees may need to adjust their hours or take longer breaks throughout the day. Focus more on the results than the hours employees put in each day.³



Set expectations

Set clear expectations for all employees. Although it's harder for employees to see the team's progress when everyone isn't in the office, it's possible. You can use project management tools that give your team a look into the status of each project.⁴



Stay social

For many, the lack of social interaction is the hardest part of working from home. Make time for casual conversation. You can spend the first few minutes of a meeting catching up, schedule a one-on-one meeting or host a virtual office party. The get-togethers can help lessen feelings of loneliness.²

©2020 Lincoln National Corporation

LincolnFinancial.com

Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates.

Affiliates are separately responsible for their own financial and contractual obligations.

LCN-3030706-040620

PDF 4/20 **Z01**

Order code: GP-CVENG-FLI001



Source data and for more information:

¹ Fallon, Nicole, U.S. Chamber of Commerce, "Managing from home? Here's how to keep your team engaged during coronavirus", <https://www.uschamber.com/co/run/human-resources/keeping-remote-employees-engaged>.

² Larson, Barbara Z., Vroman, Susan R., Makarius, Erin E., Harvard Business Review, "A guide to managing your (newly) remote workers", March 18, 2020, <https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers>.

³ Matuson, Roberta, *Forbes*, "How leaders can keep remote employees engaged and productive during tumultuous times", March 10, 2020, <https://www.forbes.com/sites/robertamatuson/2020/03/10/how-leaders-can-keep-remote-employees-engaged-and-productive-during-these-tumultuous-times/#209e49a74b1c>.

⁴ Kluch, Sofia, Gallup, "Leading remotely: What managers need to keep teams engaged", <https://www.gallup.com/workplace/296528/leading-remotely-managers-need-keep-teams-engaged.aspx>.

Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates, including The Lincoln National Life Insurance Company, Fort Wayne, IN, Lincoln Life & Annuity Company of New York, Syracuse, NY, and Lincoln Life Assurance Company of Boston, Dover, NH. The Lincoln National Life Insurance Company does not solicit business in New York, nor is it licensed to do so. Affiliates are separately responsible for their own financial and contractual obligations.