

Virtual Team Leader Checklist

Action to Take	Date to complete
I will have the employees take the 4-quadrant personality assessment so I can better understand their needed communication style and their strengths and limitations	
I will check with each employee to see if their equipment is up-to-date and working properly. I will make sure they have the proper supplies.	
I will ensure that all employees know how to use the software we give them: Outlook, SharePoint, etc.	
In our next virtual meeting, I will check to see if all employees know our long-term objectives, goals, and deadlines.	
I will check with each employee to see if the agreed upon deadlines are on their calendars. If we do not have a virtual group calendar with deadlines, I will establish one.	
I will schedule regular video-conferences so the team members can see each other faces. I will distribute the schedule to all employees so they can plan their time.	
To keep team members from disconnecting and to keep them on focused in the same direction, I will schedule a virtual "Scrum" or "Huddle" every day via conference call software or SKYPE at a time convenient for all time zones to check progress and answer questions.	
I will schedule with each employee a private conversation to talk about their career goals.	
I will have at least one conversation per day with each employee via telephone, text, IM or email.	
Within the span of a week, I will compliment each employee and get them to share something about their life outside of work.	
I will build their trust in me by delivering what I promise to them or by being transparent and telling them when I can't deliver what I promised because of a blockage beyond my control.	
I will dutifully organize team meetings by sending out an agenda before the meeting in enough time for the team members to prepare intellectually.	
I will use the concept of weaving to summarize all conversations and send out notes on decisions so all team members will be in the know.	