



Remote Work Guidelines

Mês/Ano

Communication





There's no shoulder tap

Define your best communication channel



Communication Channels



Chat

Fast

- Alerts
- Status update
- Questions



Video call

Explanatory

- Detailed explanation
- Brainstorming
- Team Alignment



Others

Emergency and personal

- Emergency calls
- Chit Chat
- Sickness

Best Practices

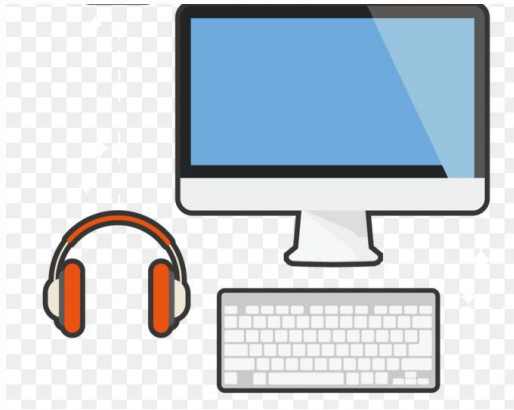




- Working Remotely you never know what the person is really doing. Don't make assumptions.
- Give context to your colleagues when you are not answering normally
- Clarify more you chat messages explaining what you are talking about. This saves yours and your colleagues time



- Keep meetings, events and activities that needs deep concentration updated in the agenda
Your colleagues would understand better the context.
- Always check your colleagues agenda. Do not put meetings on top of other ones
- For video calls, always put the link in event
- Always create a brief description. People can prepare and be straight to the point during the meeting



- Check your microphones, headphones/speakers before the meeting
- Make sure the other part is listening to you
- Make sure you have all the communication tools in your pc (zoom, hangouts, slack) in case one doesn't work



- Meeting minutes
- Product Requirement Document (PRD)
- Projects & Initiatives

Meetings





3 minutes earlier in all meetings

Updated agenda for all team members

Equipments checked before the meeting

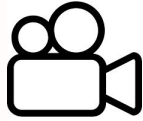


Chit Chat

30 minutes
Weekly
Video call



Microphone



Camera



Sound

Commandments

Part of the team in the office and part working from home



Commandments



1. Value Individuals Over Infrastructure
2. Avoid Impromptu Meetings At Someone's Desk
3. If One Person Is On A Video Call, EVERYONE Is On A Video Call
4. Communication Is Asynchronous. Deal With It.
5. Socializing Is Not Around A Watercooler
6. The Tools You're Using Matter. A Lot.

Show my status in Slack





As context is king, it is really important for people to know your status.

One way to help with that without having to explain all the time is by showing in your slack your status (sync with your agenda)



vá no link

<https://zapier.com/apps/slack/integrations/google-calendar>

Veja o [Vídeo tutorial](#)

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Turn off Slack Notif





Working remotely you will have many times sharing your screen with other participants.

It is really important to turn off slack notification for some reasons:

- People lose attention on the presentation
- People might see your private messages with other colleagues

How to turn off notification:

<https://slack.com/help/articles/201355156-Guide-to-desktop-notifications>



Thank you

Links



<https://info.trello.com/hubfs/Trello-Embrace-Remote-Work-Ultimate-Guide.pdf>

<https://zapier.com/learn/remote-work/how-manage-remote-team/>

<https://www.matthewbarby.com/remote-leadership/>

<https://blog.trello.com/6-mistakes-when-you-work-in-office-but-have-remote-team-members>

https://docs.google.com/document/d/1Yx6JOqkbEX93uLlqnGGNR5l2P13_VOLgAfxut5CT0ms/edit#

<https://blog.pier.digital/blog/como-e-ser-um-product-manager-distribuido-o-aquis-conta>

<https://medium.com/elezea/remote-product-management-challenges-and-opportunities-3fd5cef66bc>

<https://blog.trello.com/6-mistakes-when-you-work-in-office-but-have-remote-team-members>

<https://www.linkedin.com/pulse/coronavirus-make-hard-go-back-office-after-benefits-remote-chris-herd/>

<https://open.spotify.com/episode/63M1wLmqe2kztPaS5Hkea6?si=8yDaAG2OT5-RZNTGqgmrxA>

https://open.spotify.com/episode/4SiYuhv6af9uByhMK6HDDW?si=yyskEK0FSgKcCA_rm9FVCg