



LEADING AT A DISTANCE

COMMUNICATING EFFECTIVELY: THE KEY TO SUCCESS WHEN LEADING AT A DISTANCE

- Be aware of **potential sources of frustrations**, acknowledge it and address it right away

A. THE IMPORTANCE OF PREPARATION IN EVERY COMMUNICATION WHEN LEADING AT A DISTANCE

Five Questions to ask yourself before each communication:

- What do I know about who I'm speaking with?
- What are we talking about?
- What will be asked?
- What do I want to ask?
- What is my goal for this meeting?

B. HOW TO MAINTAIN RELATIONSHIPS AND CONNECTION THROUGH COMMUNICATION WHEN LEADING AT A DISTANCE

C. SETTING A REGULAR CADENCE AND RHYTHM FOR MEETINGS AND COMMUNICATION WHEN LEADING AT A DISTANCE

D. LEADING WITH CLARITY IN EVERY COMMUNICATION WHEN LEADING FROM A DISTANCE

- Use the **Answer Pyramid** to answer questions: Answer, Bridge & Content
- Use the **Questions Funnel** to ensure alignment in each conversation

E. CALL TO ACTION

- Write your vision for the new way of working
- Communicate your vision clearly
- Next Steps