Leadership Supplemental Checklist

This document serves as a supplemental resource for individuals working remotely who are unable to participate in in-person activities or events related to the CU at the Top Leadership pathway. Please use this in conjunction with the standard checklist.

Please complete 5 items from the list below, with at least 1 item from each section

Communication with Remote Teams

Whether your team is experiencing a temporary remote work environment or has always been remote, proper communication is vital to success and leadership in the workplace.

☐ Watch the following LinkedIn Learning course: Leading at a Distance

☐ Read this article from US News about communicating with remote teams.

- o What specific tips stood out to you? How are you going to implement these ideas into your current role?

    - o Share three items that have worked well for you and your remote team:

        - _____

        - _____

        - _____

    - o Share three items that have been challenging for you and your remote team:

        - _____

        - _____

        - _____

Leading Remote Teams

☐ Read through the State of Colorado's Guidelines for Leaders located here

☐ Read "Managing Remote Employees: How to Lead from a Distance"

☐ Watched the LinkedIn Learning course "Managing Virtual Teams"

☐ Provide a list of specific industry resources i.e. professional organizations (higher education or field specific) you have utilized to benchmark best practices. Could any other departments or teams at CU benefit from these resources?

    1. _____

    2. _____

    3. _____

☐ List resources (articles, videos, books, podcasts, etc.) that you have found helpful in your own research and exploration of what it means to lead a team during a remote environment.

    1. _____

    2. _____

    3. _____

By signing my name below, I certify that I have completed all tasks to satisfy the requirements of this pathway.

_____   _____

Signature   **Date**