| | | 15 IF NEEDED, RE-DEFINE YOURS AND TEAM MEMBERS' RESPONSIBILITIES |
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| 9 | KEEP UP REGULAR MEETINGS VIA TELE- CONFERENCE. | |
| | | 6 ENCOURAGE EMPLOYEES TO KEEP SIMILAR LEVELS OF OUTPUT WHERE POSSIBLE |
| 10 | CONSISTENT COMMUNICATION. | |
| | | 17 CONSIDER HAVING BRIEF ONLINE TRAINING |
| _ | | 18 AS A MANAGER, YOU MAY EXPERIENCE SIMILAR STRESS AS YOUR STAFF |
| 11 | ENCOURAGE VIRTUAL COLLABORATION. | |
| 12 | ASK EMPLOYEES TO EXCHANGE INFORMATION VIA PHONE | |
| 13 | LIAISE WITH ICT | |
| 14 | ENHANCE TRUST AND ACCOUNTABILITY | |