Staying connected

WITH YOUR VIRTUAL TEAM

AS HUMANS WE ARE HARD WIRED WITH A DESIRE FOR CONNECTION AND A NEED TO BELONG.

As many teams adapt to a new reality of remote working, it's more important than ever to rethink how we are keeping connected to our people and them to your organisation. We've collated 10 tips to stay connected to your teams. But above all, your words and actions should send the message to your team that "we trust you"

1 GET TECHNOLOGY ENABLED

Make sure your team know the different platforms your organisation is using, and communicate the purpose of each of them. We love the likes of Zoom, Teams or Slack for video calls and chat, platforms like Asana and Trello for project management, Dropbox and OneDrive for file collaboration and synchronisation. Remember, some of your team might have been doing this for years, and are completely tech savvy, others may need a little extra help. Check in with those less technology-abled or connect them with a buddy that can show them the ropes.

2 SEND OUT MORNING STATUS UPDATES

As a Manager, your level of communication should increase, particularly as your team adapts to a new way of working. Even if you have nothing significant to update your team on, a quick status update will remind your team that you are present and available - consider the best platform for your team (perhaps a quick email, a post on Teams or a recorded or live video)

3 ESTABLISH STRUCTURED CHECK-INS

Daily huddles are critical, particularly if working remotely is not the norm. Not only does this give an opportunity to check in and connect, but can help provide direction on priorities. Where possible, keep your regular meeting rhythms as if you were all still in the same space.

4 MEASURE OUTCOMES, NOT HOURS

Depending on the nature of your work, set daily or weekly priorities and have a way to check on these with your team. Make sure you communicate this is not about micro-managing or policing what work is getting done - it's as much about understanding barriers and providing support where needed, to celebrate wins and accomplishments and help give your team some direction if needed.

5 TAILOR YOUR INTERACTION TO INDIVIDUAL PREFERENCES

Some of your team will love video calls with lots of activity and noise - but for some people this could be overwhelming. For those less inclined to interact in a video call, make some 1:1 time, and pick up the phone. Better yet, ask them how they want to connect (remember, you don't have to read minds!).

6 MAKE TIME FOR SOCIAL INTERACTION

Where possible keep your regular rituals - if it's a usual routine to grab a team coffee at 10am, keep that up! Friday happy hour starts at 4pm? Great, BYO wine to the zoom call. You can also use this opportunity to get to know your team better and create more meaningful connections. Workplaces that encourage and promote socialisation often benefit from better collaboration and therefore higher performance - so it's no different creating space for this in a virtual workplace! You could even have a "drop in" hour where your team can chat to each other's kids, spouses, pets.

7 LEARN SOMETHING OF INTEREST, TOGETHER

It's not uncommon for on-the-job and passive learning to drop off through remote working. There are so many courses and online learning resources being made available at no cost. Have team members suggest a course, webinar, YouTube video or article for everyone to review and come together to discuss their key takeaways.

8 STAY ACTIVE AS A TEAM

Why not have a yoga session or team stretching session. You might be fortunate to have someone in your team that can guide these, otherwise, queue up a YouTube clip and share it live with the team to follow along. Not only is this a bit of fun, it also promotes healthy practices for a healthy mind and body.

9 SEND OUT REGULAR PULSE CHECKS

There are some great platforms out there that you can use to gather information and collect data. Whether it's a quick gauge on the general headspace of employees (particularly when you have a sizeable team), or even asking for feedback on improving the workplace, use technology to capture and act on feedback (we love Officevibe!)

10 PRACTICE COMPASSION

Leading with compassion and empathy is more critical than ever, as is presence and responsiveness. Each individual will be dealing with circumstances and feelings that are completely unique to them. Take some time to pick up the phone to see how each of your team are doing, and genuinely listen to what they're thinking and how they're feeling.

A WEEK IN THE LIFE OF
remote working

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	**Weekly Team Meeting** **Team Coffee**	**Huddle** **Team Stretch Session**	**Huddle**	**Huddle**	**Huddle**
Lunch			**Virtual Team Lunch**		
PM	**Daily Debrief**	**Daily Debrief**	**Daily Debrief**	**Open Drop In** **Daily Debrief**	**Friday Wrap-Up BYO drinks!**

Work From Home
daily planner

Date: ___ / ____ / 2022

(M) (T) (W) (T) (F) (S) (S)

TODAY I AM FEELING...

Physically .... %

Nutritionally .... %

Mentally .... %

Energetically .... %

TODAY I AM GRATEFUL FOR...

1 ....

2 ....

3 ....

TOP 3 PRIORITIES

WORK

○ ....

○ ....

○ ....

PERSONAL

○ ....

○ ....

○ ....

THINGS I WILL DO TODAY TO LIFT MY ENERGY

○ ....

○ ....

○ ....

	WORK	PERSONAL
5am	*good morning*	
6am		
7am		
8am		
9am		
10am		
11am		
12noon		
1pm		
2pm		
3pm		
4pm		
5pm		
6pm		
7pm		
8pm		
9pm		*good night*

TO DO

● .... ● ....

● .... ● ....

● .... ● ....

● .... ● ....

● .... ● ....

● .... ● ....

END OF DAY REFLECTION

Today I felt...

Today's best moment was...

I feel grateful for...

I can improve tomorrow by...

NOTES

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....