

# COMMUNICATING, COLLABORATING AND TEAM WORKING

## MANAGER'S CHECKLIST

### 1 KEEP IN TOUCH

Stay in regular contact with your remote team. Agree set meeting times and aim to arrive on time for meetings.

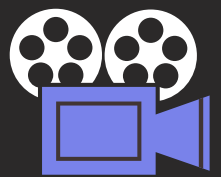


### 2 CHOOSE THE RIGHT COLLABORATION TOOL

Use platforms such as MS Teams to communicate regularly with colleagues but also consider using Blackboard, Zoom and Skype.

### 3 USE VIDEO CALLING

Increased misunderstandings can occur due to the lack of face-to-face interaction. Avoid using email in situations like this and use video calling instead.

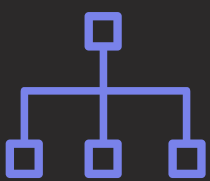
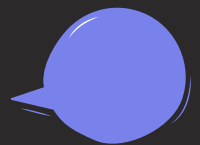


### 4 PREPARE VIRTUAL MEETINGS

Allocate additional preparation time for virtual team meetings. Prepare the agenda beforehand and arrange items into shorter, 15-20 minute segments.

### 5 MANAGE VIRTUAL MEETINGS

Set ground rules and agree ways for everyone to get involved. Use dynamic ice breakers to encourage people to relax and feel comfortable together.

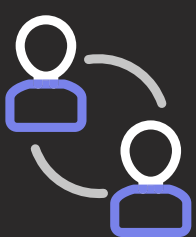


### 6 HAVE A PROJECT STRUCTURE

Create a project structure and appropriate sign off stages in smaller project teams. Agree 'sign offs' as this will save time and energy in the long run.

### 7 IDENTIFY DIFFERENT PROJECT ROLES

As a starter for 10, consider the following roles in your structure; project leader / sponsor and project manager.



### 8 MANAGE VIRTUAL TEAM DYNAMICS

Be aware of different team dynamics. You are starting again as a team so you will need to establish new rules of engagement.

### 9 FIND A BUDDY FOR NEW STARTERS

Don't forget about your new starters. Assign a buddy to help their transition into a new team, especially during this unprecedented time.

