

ANSWERS FOR Remote Workers Unite!



Relevant topics:

- Communication skills
- Remote working
- Team working

More challenges available at:

www.watchandgovideos.co.uk

Answers

Section 1		
Update your manager two or three times a day to let them know what you are working on.	DO	DON'T
During remote team meetings ensure everyone gets a chance to talk.	DO	DON'T
Set up times in the week when you can socialise with remote colleagues via calls or conferences.	DO	DON'T
Hold regular, even daily, team meetings.	DO	DON'T
Always have a clear purpose for your virtual team meetings.	DO	DON'T
Use different forms of media, like group chat, text, email, phone, and video.	DO	DON'T
Only use email to provide feedback on team collaborations.	DO	DON'T
Publish what you are doing on a shared platform, so everyone can see.	DO	DON'T
Provide regular opportunities for virtual knowledge sharing.	DO	DON'T
Use the regular virtual team meeting to multitask.	DO	DON'T

Continued on next page... 'How did you do?'

How did you do?

Build remote team working activities into your everyday routine. By staying in touch regularly you lift team spirits and reinforce company culture. But remember to be sensitive to individual needs. Not everyone likes to see themselves displayed on a video screen, so find ways to put your colleagues at ease, and use a variety of different media.

During virtual team meetings allow everyone the time and space to talk, but create structure to the meeting by ensuring you have an agenda.

- A social dimension helps combat feelings of loneliness
- Sharing information, like company announcements, promotions, product launches (any news that affects the whole team), ensures everyone is aware of what is going on
- Individual contributions mean everyone's respective priorities are acknowledged.

Working remotely can feel isolating, so explore possibilities for virtual brainstorming activities, challenges (like this one!), photo competitions, quizzes, virtual coffee mornings etc.

Effective remote working doesn't happen by magic – you have to make it work!

Ask to hear the accompanying podcast

Making Remote Teams Work

Sound Advice podcasts from Scott Bradbury discuss a vast range of management, personal effectiveness, and communication skills.

Our podcasts relating to communication skills and personal effectiveness include:

- *Making Remote Teams Work*
- *How to Get the Most out of a Learning Experience*
- *Neurodiversity and Appreciating our Differences*
- *Roots of Resilience*
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