

Remote Workers Unite!



Name: _____

Department: _____

Date: _____

Score: / 10

Relevant topics:

- Communication skills
- Remote working
- Team working

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Remote Workers Unite!

Introduction

Today's technology enables us to be based in the remotest of locations with communication channels that positively encourage collaboration and agile working practices. But working remotely presents many challenges. How do you keep productive, foster team spirit, and promote an inclusive company culture?

Instructions

There are two sections. In the first, decide whether the behaviour is appropriate or not. Tick the 'Do' box if it is appropriate or the 'Don't' box if it isn't. In the second section, reflect on the communication methods you use with your team and determine whether you are approaching your colleagues in the best way.

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

Section 2

Think about the team you work with...

- Have you ever explored with your colleagues how they like to collaborate as a whole team?
- What else can you do during your work time to build team cohesion?

Yes	No
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Now think about your colleagues' individual preferences...

- Have you ever actually asked them what their preferred method of communication is?
- How can you better accommodate different preferences?

Yes	No
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Save as a PDF before reviewing the answers (or you will lose your responses)

[Check your answers here](#)

