Keeping connected with your virtual team

Keep your cooperation going

1. A weekly check-in

Organize a weekly digital check-in with your team

- Only connection on the agenda (no business)
  - How is everyone doing – suggestion: through weather forecast – metaphor or emoji's in the chat
  - Who wants to share / needs to ventilate?
  - What are ze concerned about?
  - What are we looking forward to?

- Feedback round
  - What I appreciated …
  - What I need more /less …
  - What would help me …

An example of how this could look like - movie

2. Call-free zone

Determine communication free zones per week

o Space to work undisturbed and focused

o Rest for your ears and eyes (limit screen time)

o To be able to have a break or breather

examples

o 12h30 - 13h30 is always free

o Friday afternoon = call-free Friday

o Monday not before 10 AM

3. Interactive online-meetings

o Use a virtual [icebreaker](#) or coffee chat to start the conversation

o Build in enough breaks and silence to let the content sink in and allows people to ask questions

o Use polls to vote [sociocraticly](#) and build in brainstorms

o Invite to join in the conversation:
  - o "Who wants to add to this?
  - o "Who has a concern about this?
  - o "who has a suggestion to this?"

o Monitor who interacts often and who interacts a little
  - o "I invite the others as well to join in the discussion, what do you want to add?"
  - o " Mark I'm curious about your opinion, what do you think?"

4. Celebrate (little) successes

- Keep track of progression(s)
  - Which wins did we book?
  - Which successes did we experience?
  - What progress did we make?
  - Where are we upfront?
  - What did we do differently that we are proud of?

- Create a celebration moment
  - Have a nice cheer together
  - Create a digital mood board of your success
  - Question round: who needs to hear about this success and how do we get this to their ears?
  - Organize an award ceremony (dressed for the occasion) online
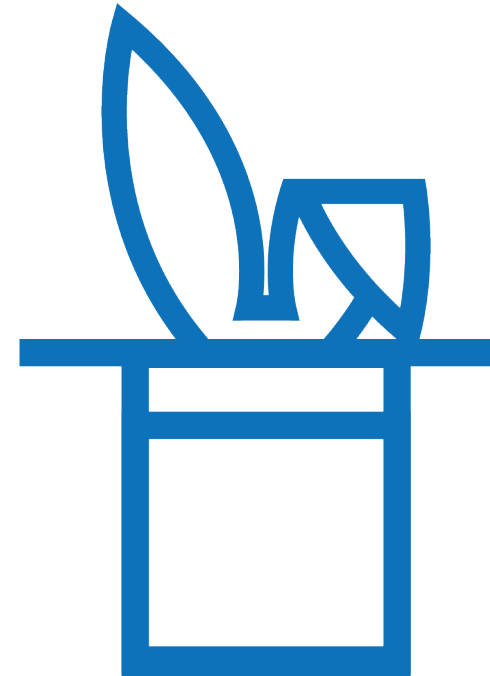
5. Learn, create Webinars

Organize a monthly Webinar where team members share knowledge, expertise/lessons learned with each other

- Share tips & tricks in online working

- Learned something new – share it with the team

- Need for knowledge – ask a question

- Challenging cases – share them with the team and exchange advices and ideas

- Don't forget to feedback what you've learned and take away from this
  this can be done 'on the spot' in the chat, through emoji's or just by using your voice ;-)

6. Create a *well-be*ing plan with your team

Acknowledge with your team how the week that is coming up, looks like
agree on how you want to address this and how you will take care of each other and
the team during the week

- Are their 'shifts with kids' that we need to be mindful of?

- Are their deadlines where we need to be alert and focused about, how do we create enough time to be able to deliver and how can we build in some decompression afterwards?

- Are there tensions or concerns that we predict?

- Stick to routines: commit to hours where you will work and when you do not expect people to work

- Do something fun airy and crazy: Virtual karaoke? Virtual dancing? (oxygen to brain and team spirit ;))
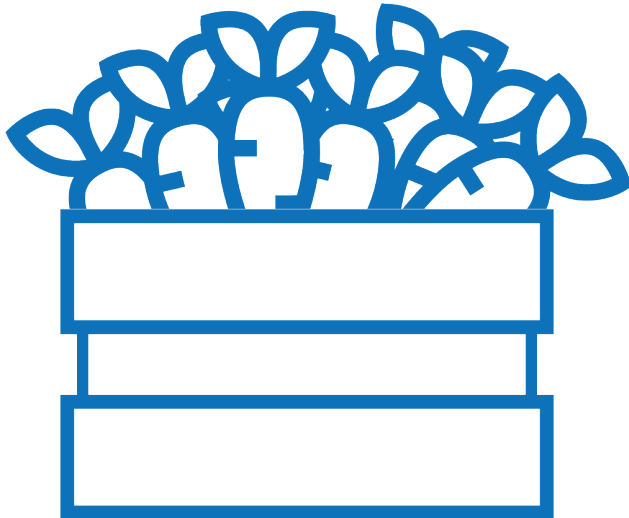
7. Rules of engagement

"Afraid to interrupt each other, so you keep quiet" – "this is chaotic so I will not add to the confusion"

Are thoughts you want to avoid

- Agree on how you will use the conversation space: say your name first before you say something or raise your hand before speaking

- Write your questions first in the chat? Or write a question marque in the chat and wait for the invitation by the host? …

- Ask to switch off video and audio off during the presentation, and ask people to switch them back on during a question round

  - Tip: write the meeting etiquette in the chat so everyone see them and reread them
  - Some online meeting cards to keep the interaction effective download here
  - Draw a virtual meeting table and give everyone a seat, create a summary above everyone's 'head' and invite people in the conversation when they are silent for too long

Hungry for more ...

o [A how not to - movie ;-)](#)

o HBR article - what-it-takes-to-run-a-great-virtual-meeting?

o An idea that is out there: use the effects or games of the Messenger app to liven up the conversation