BE SUCCESSFUL WITH VIRTUAL TEAMS

Making it work in a #WFH (Work from Home) World

Brought to you by Margaret Meloni

Successful Virtual Team Management

- LEADERSHIP
- MOTIVATION
- CONNECTIVITY
- COMMUNICATIONS
- TECHNOLOGY

What Kind of Leader Do YOU Need to Be?

○ Relax a bit but stay focused

○ Don't be a micromanager

○ Patience and flexibility will take you a long way

What Kind of Leader Do YOU Need to Be?

- Be compassionate

- Encourage work/life balance and self-care

Motivation: Make the Work Engaging

○ Don't be process heavy

○ Don't have too many rules

○ Do recognize your performers

○ Do provide regular and positive communication

○ Do use appropriate gifs and emoticons to express appreciation

Motivation: Make the Work Engaging

○ Problem-solving

○ Encourage creativity

○ Ask team members to share tips

○ Encourage breaks

○ Focus on what not when

○ Discuss the why behind the work

○ Build community
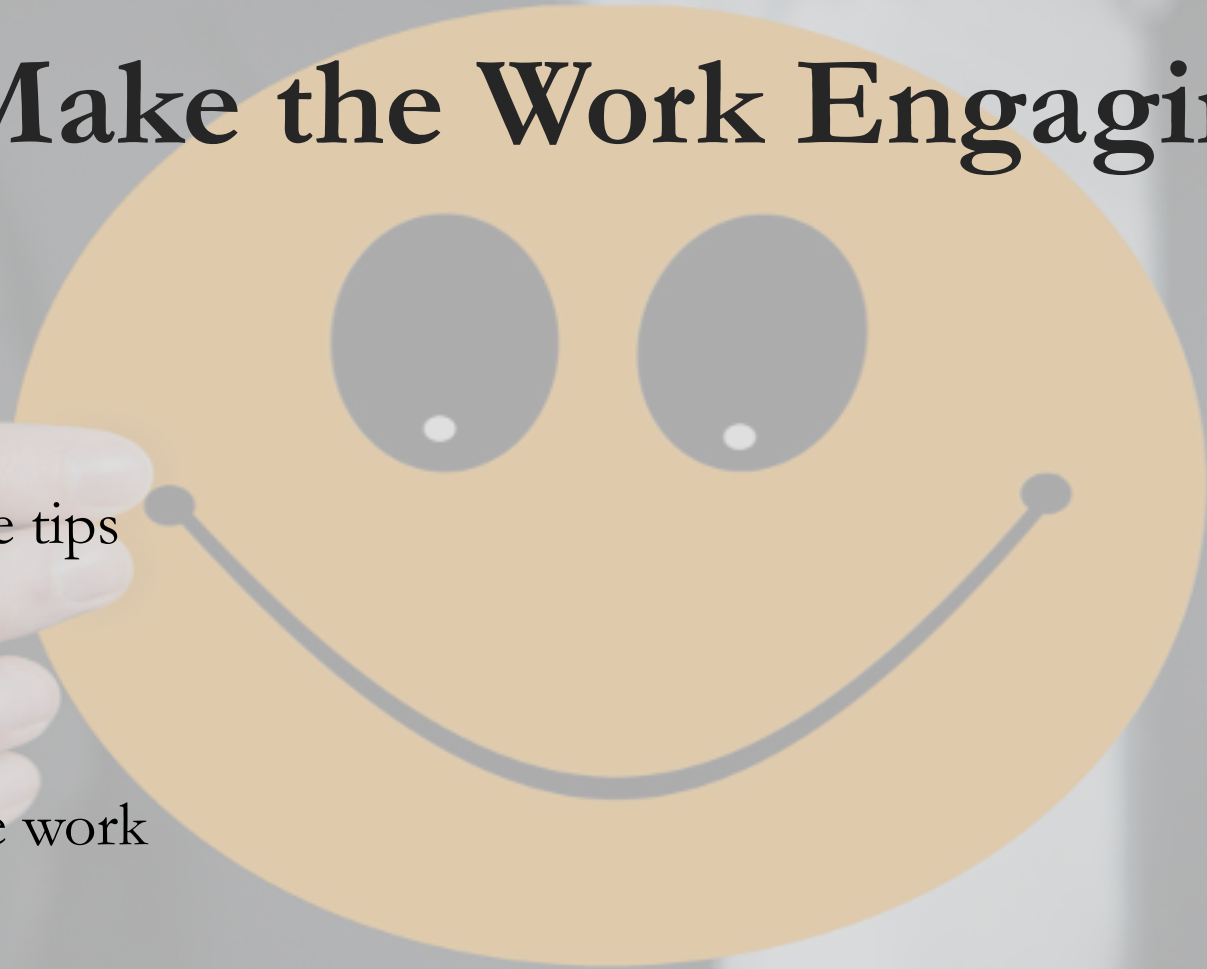
Can you Gamify it?

◦ Best home office

◦ Best virtual background

◦ Online scavenger hunt

◦ Best cat meme

◦ Trivia

◦ Quizzes

What YOU Can Do to Build Connectivity

Check in on one another – do not let anyone disappear

...YOU'RE HOME EARLY.

What YOU Can Do to Build Connectivity

- Encourage appropriate social sharing.
- Use humor appropriately. If you are good at making funny memes, do it!
- Share office-friendly pictures and videos, and audios – it will help keep you feeling more connected.

What YOU Can Do to Build Connectivity

◦ Create the opportunity for serendipitous encounters.

Mind Your Communications

Do

- Avoid aggressive announcements
- Be firm/be clear/be cool
- Use asynchronous communications – Example: prerecorded messages or videos for the team
- Emotionally proofread your messages

Don 't

- Be short or terse
- Over communicate – your team does not need texts/emails/calls and messages from you throughout the day
- Assume the worst if someone is quiet
- Make your team guess about goals and expectations

Take Control of the Technology

◦ Select the technology that supports your culture and how you and your team really work.

◦ Keep it simple.

◦ Don't be owned by trends.

Take Control of the Technology

- Stop worrying that something will go wrong or something weird will happen, it will.

- Learn to laugh when things go south.

AND THEN BUSINESS UNUSUAL BECAME BUSINESS AS USUAL