

## How to Collaborate Effectively as One Team during COVID-19

### Ideas for supervisors/managers:

- Create a Routine for your team: Establishing a clear-cut routine is instrumental in ensuring your team stay focused, productive and motivated while navigating new territories.
- Establish regular check-in meetings: Doing a pulse check is imperative to continue working together as a collaborative, integrated team, despite our physical distance. Use these meetings to focus on daily goals and priorities, encourage and socialize.
- [Hold a Team Reset Meeting](#): A team reset meeting will ensure team members take time to identify how to best work together in this new reality so that the team can maintain a sense of community, transition through this change effectively, and maintain (and even improve) team performance during this time while supporting the well-being of team members.
- Book personal daily check-in (video whenever possible) between with each team members (direct report).
- Continue or even increase feedback to your team during this time.
- Make Communication Personal: Limit e-mail, instead use real-time, in person communication tools such as Skype, Zoom, etc., or even the old-fashioned phone.
- Consistently ask team members how remote work is going and what obstacles they are facing.

### Tips on working remotely

- Encourage employees to share working remotely experience and tips – what do they find challenging, how to stay focused and productive and so on.
- Share advice on setting up a home office – even if employees don't have a room in their home designated as an office. Advice would include how to make sure you have an ergonomic workspace and the tools you need to stay productive. And arrange competitions where employees share photos of their workspace – and how they're being productive and efficient at home.
- Assign remote working buddies – two colleagues who may not know each other but stay in contact (by email, phone, skype instant message) to keep each other motivated and share working remotely experiences and tips.

### Team/Office Engagement Suggestions:

Here are a few suggestions about things you might consider, to stay connected with your teams:

- Virtual coffee/tea chat – maybe set up a weekly check-in
- Team chat or group (using Yammer, Facebook) – some offices have had success with this
- Virtual exercise challenge
- Quarantine bingo or bucket list
- Recipe Roundup/sharing

- Continuing traditions – birthdays, TGIF, celebrations and more – to help maintain team morale and taking time to celebrate and enjoy the important milestones
- Online Team Building Lunch & Learn