

Manager: Being Inclusive While Working Remotely

1. Use 10 minutes to do a short team building activity that explores topics such as building trust, collaboration and communication with each other.
2. Virtual team meetings: when having a team conference call, ask everyone to give a quick update. Water cooler chats aren't happening and it can be easy for people to feel isolated.
3. Set up team buddy systems for people to check in with each other. Use this as an opportunity to have team members that don't normally work together form a team.
4. Team chat platform: set up a separate channel for people to share personal details
5. If using team chat platforms watch for who isn't engaging in the team chats and check in with them to ensure they are engaged.
6. People feel included when they feel valued and heard. This need is amplified in times of change. Recognize people who are making a difference.
7. Be flexible and human. Recognize that people are coping with many things outside of work and be understanding.
8. Communicating more than normal. Do this in a way that includes everyone so that team members don't hear things second hand via a text or email from someone else.
9. Have a discussion on team norms for working together.
10. Rotate shout-outs to team members so that everyone knows they are being seen and valued
11. Employees want to work for companies that are also good citizens. Consider making a team donation to a cause such as a local food bank to help those who are facing food shortages.
12. Don't micro-manage your team. If you trusted them to do the job before, trust them now even though you cannot see what they are doing every minute of the day.
13. Watch how you and others open the team up to new ideas or close them down.

Closing Down Ideas	Open-ended Questions Promote Ideas
That will never work.	Can you tell me more about how that might work?
That is too risky.	How can we mitigate any risks for this?
We don't have the resources.	What is an out of the box answer for this problem?
Make it happen.	How can we work to make this happen together?