



COLLABORATION PRACTICES AND SCHEDULE

1: What's our style:

❖ BE REAL

Communicate often including “small talk” about personal interests, for as much as people are comfortable to share. Sometimes we feel extra pressure to appear busy at all minutes of the day. Let’s acknowledge that we are at home, so yes, pets may appear on a webcam on accident... or not.

❖ BE SEEN

Check in with the team several times a week, even if you have nothing critical to say. In a regular office environment, a team member can see if we're available. A remote team has no idea what we are doing during the day unless we share our status with them.

❖ BE READY

Be up, dressed, and energized to lead your day, as the example that slippers don't mean sleeping in. STAY POSITIVE. We set the pace.

2: What communication tools will be used for what: (edit copy as needed)

❖ USE A WEBCAM:

- Team meetings, 1-on-1's, project collaboration with screen sharing
- Huddle 1x per week minimum
- If using MS Teams, import the Zoom App to be able to see more than 9 people at a time

❖ USE EMAIL:

- Must see, need a reply, share files to see if not using a remote document sharing tool

❖ USE CHAT:

- Check in and out daily, what we are up to that day
- Motivation – shout outs, memes, informal no response required

3: What is our collaboration schedule: (edit copy as needed)

WHAT	WHEN + FORMAT	DESCRIPTION
AM: what I'm looking forward to doing		
PM status: highpoint or completed update		
Weekly team huddle		
Weekly 1-on-1		
Weekly team highpoints huddle		
Monthly webcam activity		
Monthly professional development		