

Collaborating In a Remote Work Environment



[Instructor Name]

[Date of Presentation]

Learning Objectives



Identify the benefits of improved remote team collaboration.



Explain steps remote teams can take to overcome communication barriers.



Identify ways to encourage active participation in virtual meetings.



Develop a plan with your remote team that sets communication norms and expectations.

Session Agenda



Benefits of Increased Remote Team Collaboration



Barriers to Increased Remote Team Collaboration



How Do We Overcome Collaboration Barriers?



Leveraging Collaboration Tools



Encouraging Active Participation and Engagement



Establishing Remote Team Norms and Expectations

Word Cloud Prompt 1

**An increase in remote
collaboration on my team
would lead to:**



Scan the QR code or visit
<http://www.slido.com>
Code: **#7773168**

Word Cloud Prompt 1 Responses:

NOT LIVE

Benefits of Increased Remote Team Collaboration



- 1 Increased Productivity**
- 2 Enhanced Innovation**
- 3 Stronger Relationships and Trust**
- 4 Higher Employee Satisfaction**

Word Cloud Prompt 2

**What collaboration barriers
are your remote team
currently dealing with?**



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<http://www.slido.com>
Code: **#7773168**

Word Cloud Prompt 2 Responses:

NOT LIVE

Barriers to Increased Remote Team Collaboration

- ① **Communication Obstacles**
- ② **Time Zone Differences**
- ③ **Information and Document Sharing**
- ④ **Lack of Personal Connection**



Breakout Session 1 Prompt

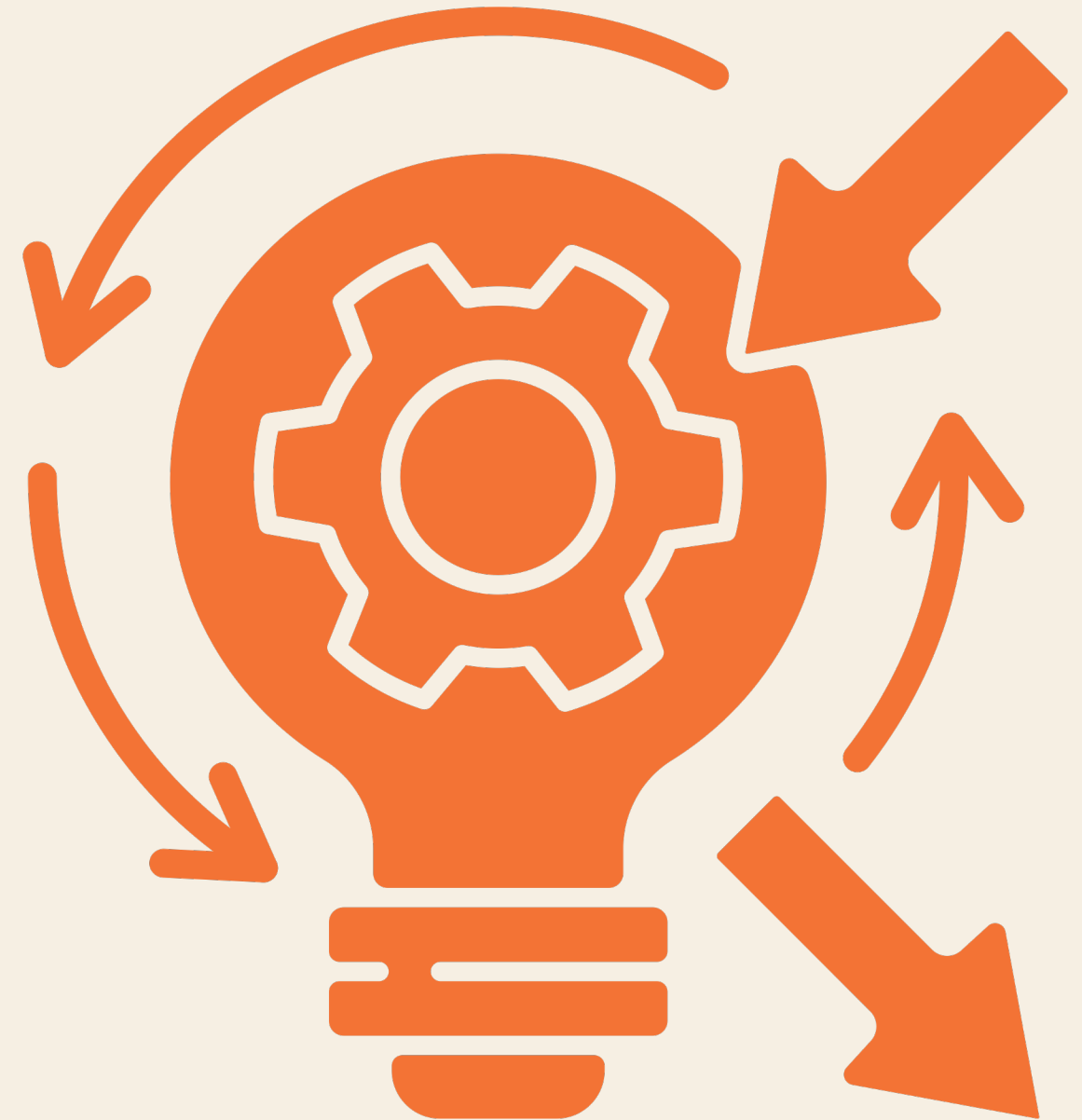
What are 5 action steps a remote team could take to increase collaboration?

Activity Instructions:

- You'll have **15 minutes** to discuss the breakout session prompt with your colleagues.
- When we return we will share as a group.

Breakout Session 1 Reflection

What are 5 action steps a remote team could take to increase collaboration?



How Do We Overcome Collaboration Barriers?



Leveraging Collaboration Tools



Fostering Open and Transparent Communication



Opting for Face-to-Face Interaction



Hosting Check-In & Stand-Up Meetings



Hosting Virtual Team-Building Activities



Encouraging Feedback and Flexibility



Establishing Communication Norms

Ranking Poll

**Please rank the following
collaboration tools in order
of current use (most used to
least used).**



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Ranking Poll Responses:

NOT LIVE

A faint, light gray illustration of a laptop screen is centered in the background. The screen displays a bar chart with three bars of increasing height from left to right. Above the bars are three speech bubbles, suggesting a poll or survey interface. The entire graphic is semi-transparent and serves as a background for the text.

Leveraging Collaboration Tools

Company
Specified



**Video
Meetings**

Google Meets



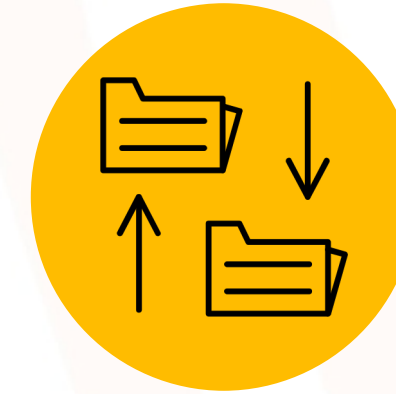
**Document
Collaboration**

Google Suite



**Calendar
Management**

Google Calendar



**File Sharing/
Storage**

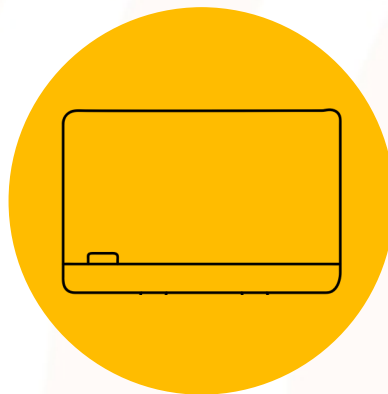
Google Drive



**Instant
Messaging**

Slack

Optional



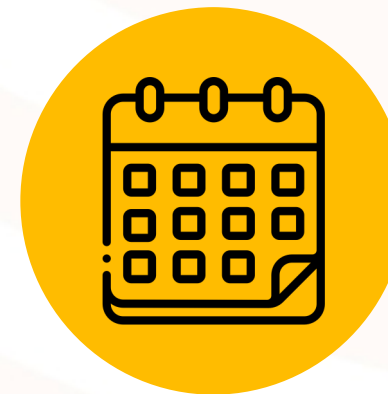
**Virtual
Whiteboards**

Miro, Mural



**Poll &
Survey Tools**

Mentimeter,
Poll Everywhere, Slido



**Task
Management**

Asana, Trello

Encouraging Active Participation and Engagement

Ice Breakers & Check-Ins

Sets a positive tone and encourages active participation from the start.



Interactive Polls & Surveys

Allows everyone to contribute and see the collective results, sparking further discussion.



Breakout Rooms

Allows everyone to freely share ideas and bounce those ideas around, leading to innovative solutions and insights.



Open Discussion and Q&A Sessions

Fosters engagement and active participation by giving everyone a chance to contribute and learn from one another.



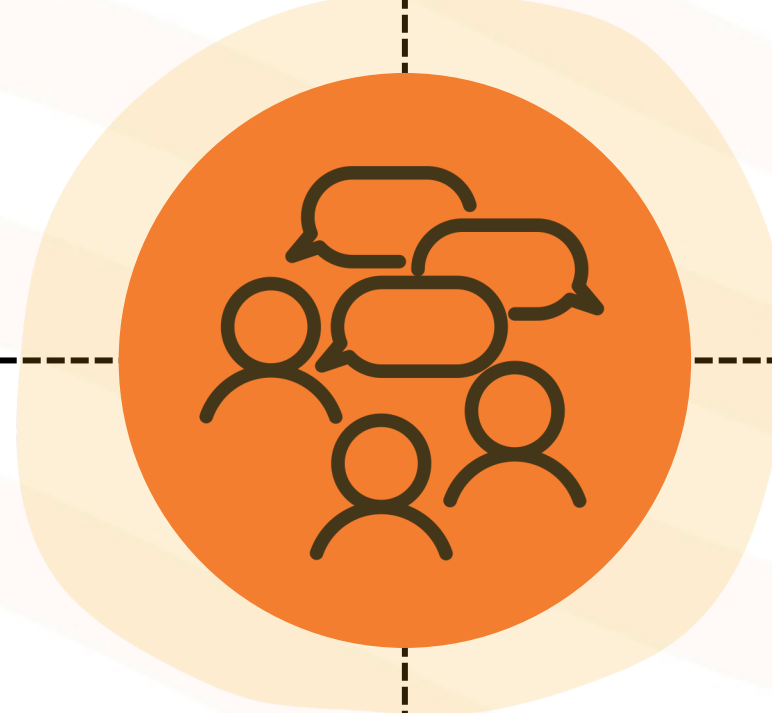
Role Rotation

Ensures active involvement and shared accountability.



Foster all Contribution Styles

Builds team trust and cohesion.



Why Establish Team Norms and Expectations?



Accessibility



Accountability



Time Management & Scheduling

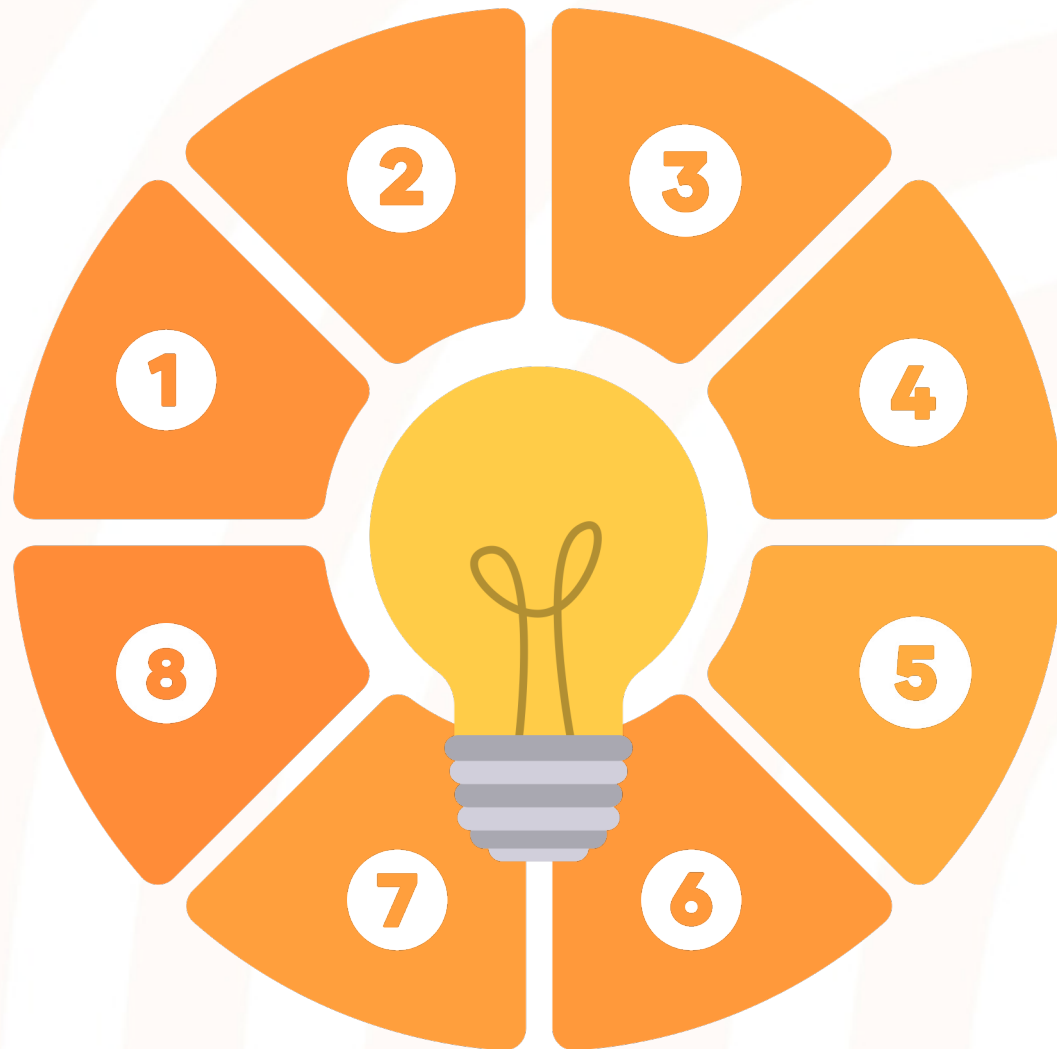


Meeting Etiquette and Engagement



Work-Life Balance

The Process of Establishing Team Norms and Expectations



- 1** **Involve the Full Team**
- 2** **Identify Key Areas**
- 3** **Define Expectations**
- 4** **Document the Norms**
- 5** **Seek Consensus**
- 6** **Implement**
- 7** **Lead by Example**
- 8** **Evaluate and Adjust**

Asking the Tough Questions...

- ① What specific technologies will your team use for various interactions?
- ② When should one tool be used over another?
- ③ What tools should be checked daily versus weekly?
- ④ What is the allotted response time for each tool?
- ⑤ What are the team's core working hours and time zone considerations?

Asking the Tough Questions... (Cont.)

- 6 What are your team's calendar expectations?
- 7 How will the team manage tasks and deadlines?
- 8 What is the protocol for virtual meetings?
- 9 How will your team provide support and address conflicts or challenges?

Breakout Session 2 Prompt

As a team, begin to answer the questions we reviewed on the previous slide. Use prior team experiences to inform your team's expectations.

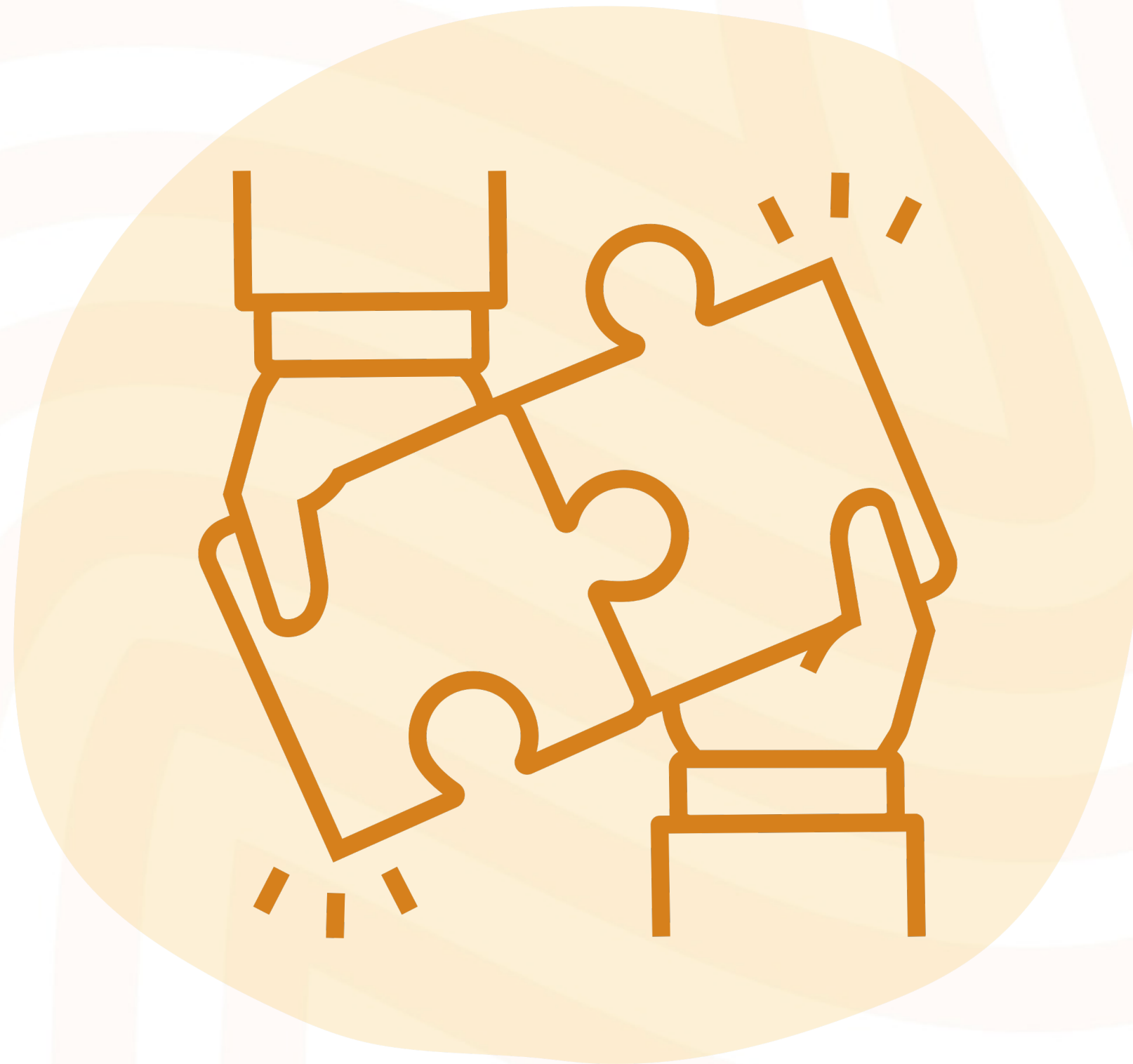
Activity Instructions:

- You'll have **30 minutes** to discuss the questions on the slide with your remote team.
- Nominate a **notetaker** who will type the responses in a **shared Google Doc**.
- When we return, we will share as a group.

Asking the Tough Questions...

- 1 What specific technologies will your team use for various interactions?
- 2 When should one tool be used over another?
- 3 What tools should be checked daily versus weekly?
- 4 What is the allotted response time for each tool?
- 5 What are the team's core working hours and time zone considerations?
- 6 What are your team's calendar expectations?
- 7 How will the team manage tasks and deadlines?
- 8 What is the protocol for virtual meetings?
- 9 How will our team provide support and address conflicts or challenges?

Wrap Up



Company XYZ 

Thank You

For Your Attention

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