



# SUPPLEMENTAL GUIDE

## Episode 31: 2<sup>nd</sup> 2<sup>nd</sup> Life

### 5 Ways to Build Trust on Virtual Teams

1. **Over Communicate:** With the absence of hallway conversations or chatter at the coffee bar, sharing information with the team is critical for ensuring everyone has visibility to decisions, changes in priority, or anything that provides context to the value of their work.
2. **Build Bonds:** Plan meetings with time for chit chat. Invest in some conversation starters or make a different person responsible for coming to the meeting with a discussion topic.
3. **Demonstrate Accountability:** Go over and above in accountability, taking the time to capture and share deliverables, and holding yourself to the same standards you have for others.
4. **Encourage Openness:** Ask questions, dig in to understand opinions of the team, observe nonverbals when possible, and address any problems openly. Warmly accept any feedback and encourage healthy debate.
5. **Set & Respect Boundaries:** Know what boundaries matter to you and understand what matters to others on the team. Need help? We have a boundaries assessment available by emailing [info@verdantconsulting.net](mailto:info@verdantconsulting.net)!

Find more tips at <http://verdantconsulting.net>