

TIPS FOR TRANSITIONING TO A VIRTUAL WORK ENVIRONMENT

The transition to working in a virtual work environment introduces new challenges for both leaders and employees. Here are some important tips to remember to help you navigate your transition and prepare your team for a virtual workplace.

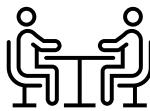
LEADERS



Regular touchpoints to stay connected, via phone or other channels such as [Microsoft Teams](#) or email.



Maintain cadence of 1:1 meetings with employees to stay connected or provide regular updates.



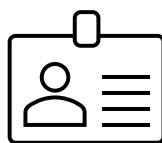
Plan days for team engagement activities so that your employees can continue to feel connected. (e.g. team volunteering, fun activities, group lunches).



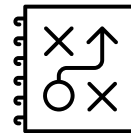
Ensure your people have the right tools and are equipped to work from home (e.g. laptops, training on how to use online collaborative tools).



Ensure team contact information is updated.



[Develop team rules](#) on how to operate in a virtual environment (e.g. set status to show availability or location on Microsoft Teams).



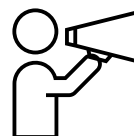
Work with HR to develop a plan if you have employees who may not be as productive working from home.



Communicate! Keep your employees informed by directing them to the intranet or sharing company news. It's important to check in with your employees even when there are no major updates for you to share.



Complete a [Team Charter](#). This enforces individual accountability and solidifies the team's commitment – it's not just the leader's job.



Make sure your employees understand the expectations of communicating and what the preferred methods for communication are.