

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.



EMPLOYEES

Make sure your teammates and leaders know about your communications preferences. Test which methods work best for you, then update your status, email your team or update the [Team Charter](#) with your preferences.



Stay informed and take initiative to seek information or important news from your business by reading updates from your company's social media, intranet or reaching out to your team.



If you require tools or resources to do your job, let your leader know.



Work from home test day. Meet with your leaders to discuss your feedback after. If something isn't working, let them know.



If you require training on how to use collaborative tools like the [Microsoft suite](#), ask your leaders where you can access training resources or consult [Microsoft's online training center and support database](#).



Make it a point to stay connected by using collaborative tools to connect with your peers.



If you can, make sure you have a comfortable space to work. Set up a routine space for yourself to work with everything you need close by.



Staying engaged when working remotely can be difficult. Use your online tools to stay involved with your team by scheduling touchpoints or team calls, updating your status and making sure you're accessible online.

