



# WHAT YOU NEED TO KNOW TO MANAGE A VIRTUAL TEAM



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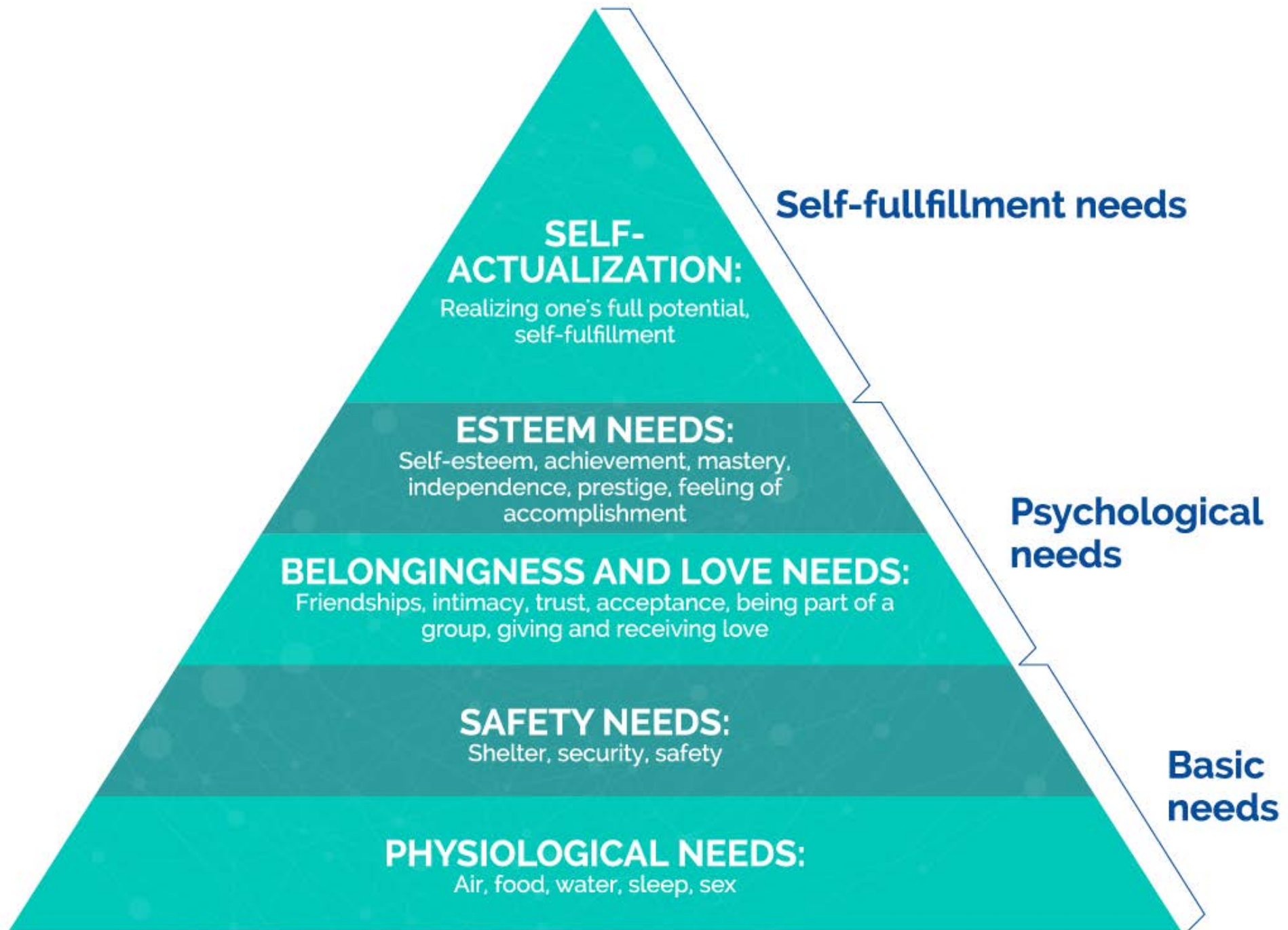
**Businesses have  
been working  
virtually successfully  
for a really long  
time.**







You must take care of the **emotional** needs of your team.











**Do your team members have the dedicated workspace, supplies, and technology to succeed?**









**How can you  
comfort your team's  
fears about losing  
their job?**

**Get on Zoom or  
Skype and talk to  
people.**







88%

Want a boss who listens

**How you treat your employees  
during this time will set the  
tone for your working relationship  
with them when it's all over.**



This is a time to be **HUMAN**









**Utilize technology  
to make sure your  
team talks to each  
other.**

# Daily Check-Ins:

- Morning Prioritization: What are your top three priorities?
- Evening Accountability: What was accomplished?





# Make sure the team is aligned across five core dimensions of resilience.

## The Five Dimensions of Resilient Teams™



### Connection

- Trust
- Safety
- Communication



### Attitude

- Optimism
- Competitive Spirit
- Growth Mindset



### Direction

- Vision
- Purpose
- Behaviors



### Alignment

- Customer Focus
- Internal Relations
- Industry Trends



### Performance

- Accountability
- Commitment
- Bias for Action

• ————— Team Engagement ————— •

• ————— Team Impact ————— •



# Weekly One-on-One Meetings

- How are you doing? Re-enforce positive self-care practices.
- How can you help support them?
- Don't be afraid to be vulnerable!







**We also want to  
focus on  
developing  
team resilience.**





**A group of highly  
resilient individuals  
does not automatically  
lead to a highly  
resilient team.**





# Resilience is about what the team is able to accomplish together

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# Attitude

When teams embrace pragmatic optimism to fuel their push for outcomes.



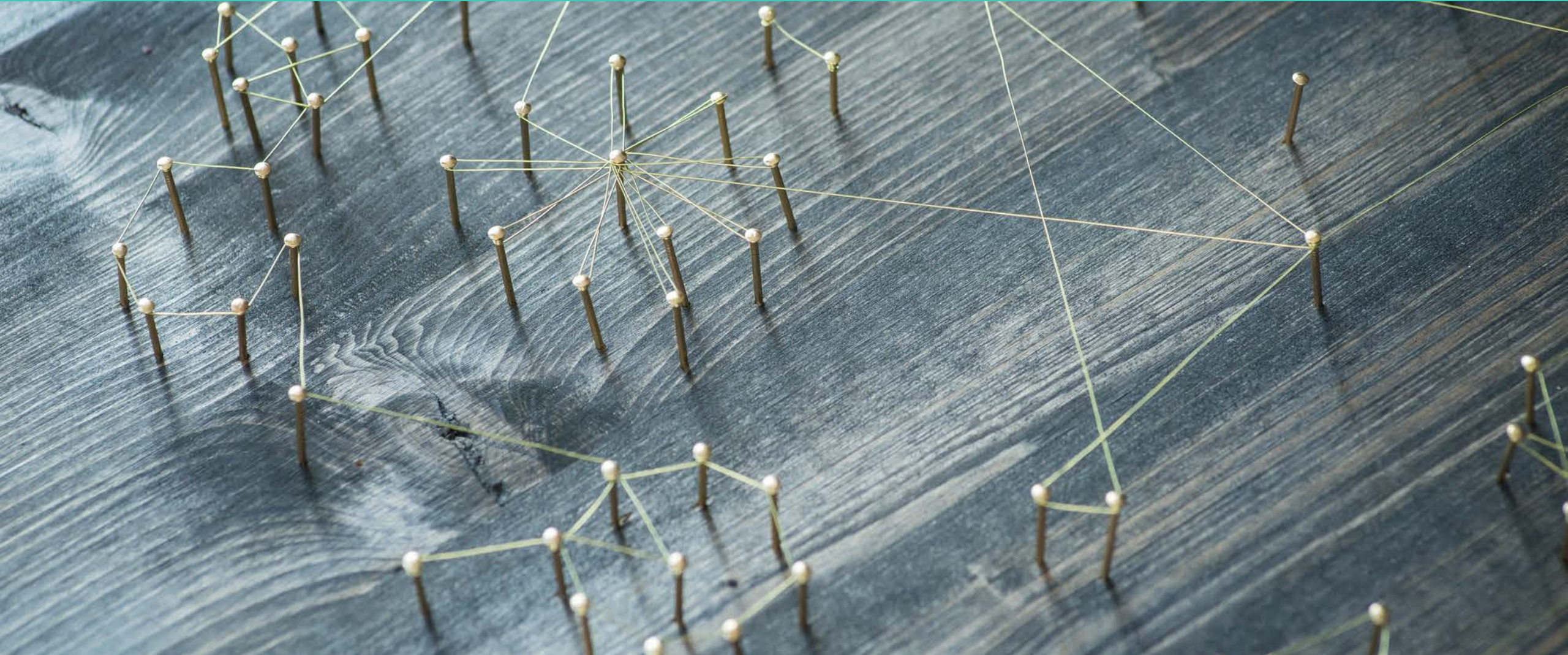
## **THINGS TO THINK ABOUT REGARDING ATTITUDE**

- How can you model unapologetic optimism?
- What can you do to enhance your team's commitment to each other, and to the organization?
- What can you do to continue the drive towards your collective goals?




# Connection

When teams members trust one another to do the right thing, have each other's back, communicate transparently and resolve conflict productively.





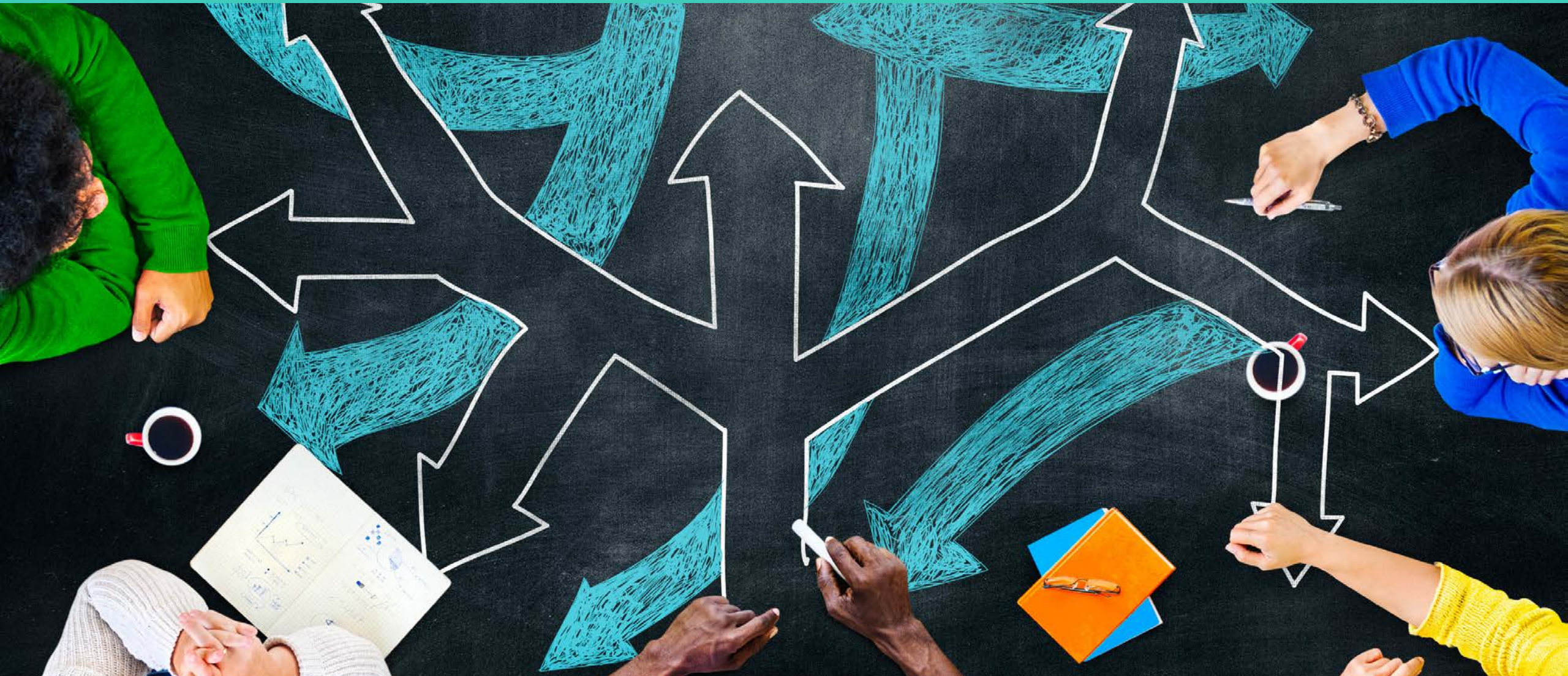
## **THINGS TO THINK ABOUT REGARDING CONNECTION**

- In a virtual environment, communication is key.
    - What is your cadence of team communication?
    - How can you encourage (or mandate) that your team take advantage of Zoom or Skype?
  - How are you encouraging compromise and productive conflict resolution?
  - Is this an opportunity to help the team understand work styles?
- 



# Direction


What the team does together that no one individual could accomplish on their own.







## **THINGS TO THINK ABOUT REGARDING DIRECTION**

- Does the team know what their shared purpose is?
  - Do they all understand how they are contributing to those goals?
  - Is the team looking at their short-term reality, or how they can contribute to long-term success?
  - In your virtual team meetings, these are points to emphasize and re-enforce consistently.
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# Alignment

When teams are fully aligned with the needs of their customers, stakeholders, and the big-picture strategy of their organization.





## **THINGS TO THINK ABOUT REGARDING ALIGNMENT**

- What do your team members need from other teams in the organization? How are you facilitating those things? How are you keeping in communication with other leaders?
  - How are your customers doing? How can your team serve them during this stressful time?
- 



# Performance

When teams regularly meet or exceed their goals and objectives.



## **THINGS TO THINK ABOUT REGARDING PERFORMANCE**

- How can you get the most out of your team meetings?
- Do you have a common dashboard that you are all using to track progress transparently? If you don't, what tools can you start using?
- Are team priorities clear? How will you hold team members accountable who are not reaching their goals?



**How are you  
taking care of  
yourself?**



# Announcing my Leading Virtually program

- An ongoing program to help and support leaders and managers during this time.
- It will start next week and run for the duration of this crisis.



## WHAT YOU GET

- **Weekly live video calls** via Zoom starting next week and spanning at least two months to help you lead your team well through this.
  - **Access to the recordings** if you can't make the live call.
- **Training** on how to be a great boss specifically focused doing so in a virtual environment.
- **A customized management profile** to help you understand your management style and how best to adapt to and **coach** your team.



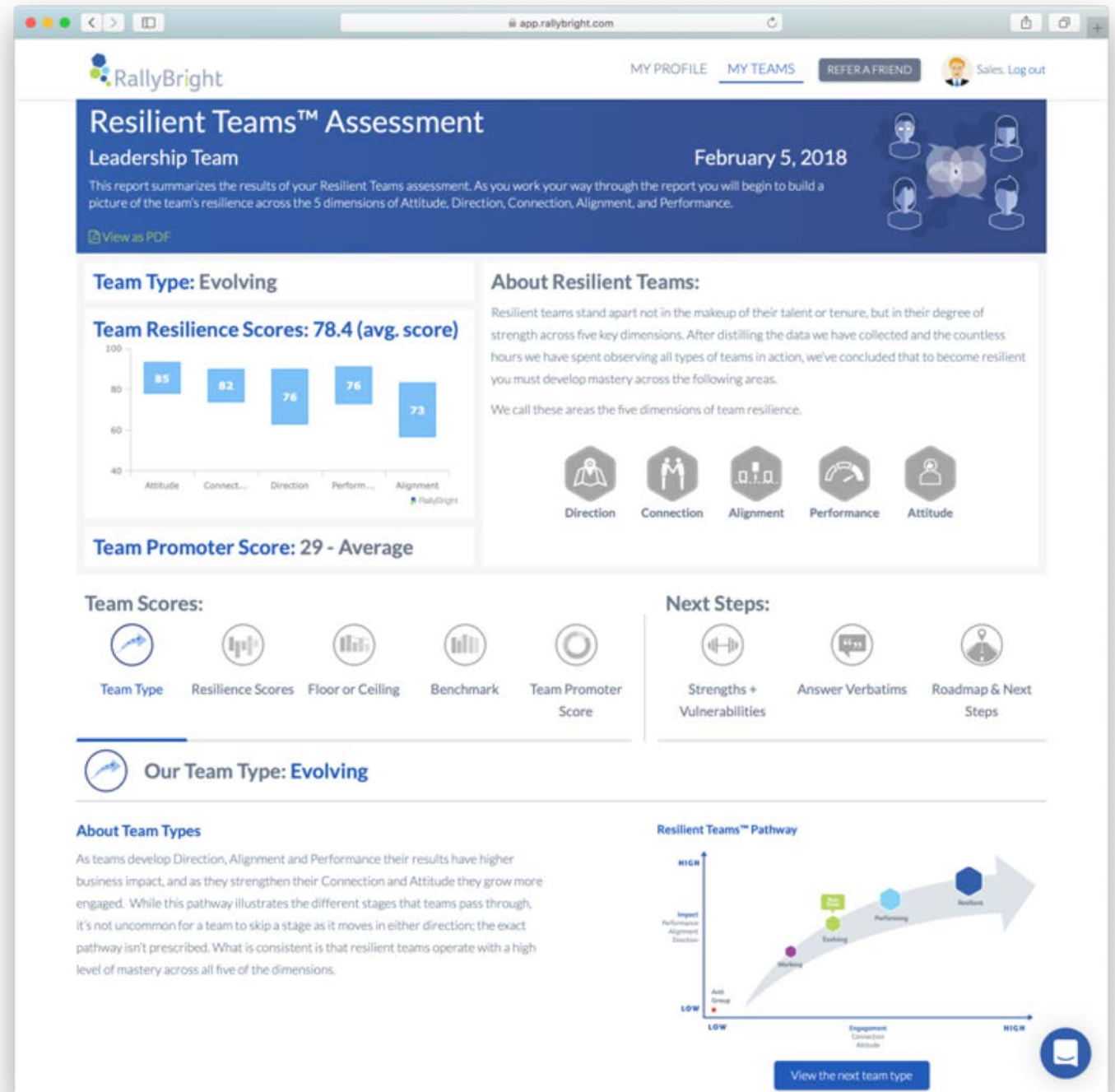
# The Costs\*:

- 1 person in your organization: \$399
- 2-5 people: \$349/person
- 5-10 people: \$299/person
- 11 or more people: \$249/person
  
- \*Free for managers who set their team up on the RallyBright platform
- \*Special rates, and possible complimentary access for select non-profits.





RallyBright is a tool that will help you assess your team's resiliency and create more team cohesion.



## Next Steps:

- You'll be receiving an email at the address you registered under tomorrow to sign up for the program.
- You can sign up at any time and still have access to the recordings.
- Email [karlyn@zenworkplace.com](mailto:karlyn@zenworkplace.com) with any questions.

