

# Effective Virtual Teams

## Purpose of today's webinar

Understand specific ways to practically implement the 7 Tips for Remote Collaboration. We'll demonstrate some of the tips, and our hope is that everyone leaves with at least 3 specific ideas you can use to effectively stage team work and to engage and communicate with your team

We will engage and learn from each other, including the other leaders on the call.



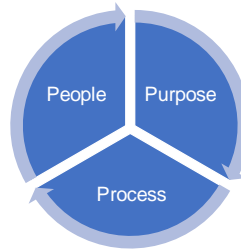
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## Engaged Virtual Teams



## People, Purpose, Process



- Purpose and Goals: Grounding in mission and direction that keeps work on course.
- People :Membership and Communications: Develops trust and the who and why of participation
- Process: Distributes power and provides opportunities to act and influence what is important



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## Strategy Triage Tool

Guiding Question/Line of Sight:	
Current Priority - Continues Forward	Pause & Resume when crisis "over"
Emerging Priority/Newly Prioritized	Unknown Status/Approach
Honor and Let Go	

Source: Marian Urquilla, Strategy/ft. 2020



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## Transition to Virtual

Gains	Losses
<ul style="list-style-type: none"> <li>• Time/lack of commute</li> <li>• Space to take initiative</li> <li>• Tap creativity</li> <li>• Productive workspace (it depends)</li> <li>• Other:</li> </ul>	<ul style="list-style-type: none"> <li>• Connection with team</li> <li>• Informal ways to work</li> <li>• Workload management</li> <li>• Productive workspace (it depends)</li> <li>• Other:</li> </ul>

## Engagement Tips

### Gather with Intention

For virtual teams, meetings and informal virtual gatherings take on new significance.



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### Gather with Intention

- Create and clarify the purpose of formal and informal gatherings
- Communications - Establish systems and norms for formal and informal internal communication
- Be mindful of power dynamics and use participatory processes to give every team member a voice



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### Make your virtual gatherings more impactful

#### Thoughtfully Design Meetings

- Be intentional with design and clear about meeting purpose
- Create and distribute agendas prior to meetings
- Rotate roles during meetings

#### Vary Communication Methods

- Use chat software - Microsoft Teams, Slack, gchat, etc - to help facilitate internal communications
- Pair collaboration platforms (google docs, screenshares, etc with audio only video conferencing
- Phone calls

#### Create Personal Connections

- Begin meetings with icebreakers:
- Host Fun activities: happy hour, morning tea, "virtual tours", personal
- Create informal "virtual" spaces



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## Resources

- 7 Tips for Effective Remote Collaboration  
<https://www.icl.org/7-tips-for-effective-remote-collaboration/>
- Reimagining strategy in Context of the COVID-19 Crisis: A Triage Tool. Retrieved April 3, 2020, from <https://centerforcommunityinvestment.org/blog/reimagining-strategy-context-covid-19-crisis-triage-tool>
- 3 Questions the Best Leaders Ask Their Remote Teams Every Week, INC.com. Retrieved April 3, 2020, from <https://www.inc.com/john-eddes/3-questions-you-must-start-ask-if-youre-leading-a-remote-team.html>
- Purpose, People, Process from ICL's Working Together: A Toolkit for Cooperative Efforts, Networks and Coalitions  
<https://www.icl.org/pr-oduct-categories/resources/>



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## Upcoming ICL Offerings: icl.org

Fundraising in Challenging Times: 12:00 PM; Thursday, April 9  
30 Minutes for Self-Care: 4:00 PM; Thursday April 9

30 Minutes for Self-Care: 8:30 AM; Tuesday, April 14  
The Art of Online Facilitation: 12:00 pm; Wednesday, April 15  
Executive Directors Unite! -- Lunch Chat: 12:00 PM; Thursday, April 16

Working Effectively: Remove Virtual Teams; 1:00 PM; Thursday, April 23



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