

Keeping teams engaged

LEADING AND WORKING IN VIRTUAL TEAMS – A TOOLKIT



Working virtually gives teams flexibility to work to how they're most productive. This helps with engagement, but, it also comes with its share of challenges. Being physically distant from each other means moments of in person 'micro communication' are often lost, and clarity of purpose and goal setting become even more important.

Build and share your vision with the team

Make what you're doing as a team crystal clear. What are you trying to achieve? How will you get there? What actions needed to achieve it?

Regular communication

In a virtual environment, you can't overcommunicate as a leader. Agree with how often and how your team want to check in, whether that's daily via your collaboration tool, an email, or a weekly video call. Find what works for each individual's working style.

Share personal information (as appropriate) e.g. holiday plans

All work and no play makes a virtual team a very sad place. Share social news, celebrations and old holiday snaps to stay connected and engaged.

Have team members work on projects together

Don't stick to silos – allocate work where team members must communicate with each other as well as the team leader.

Schedule regular meetings (virtual or face to face) with interesting meeting formats

Informal catch up on the phone while you walk in the park? Video call in a quiet space to discuss objectives and feedback? Pick a format that's appropriate for your meeting content.

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