

CONNECTION IDEAS FOR VIRTUAL TEAMS



Schedule new hires to meet with their boss's boss virtually on day 1



Daily check-ins by direct manager (on way to work via phone)



Monthly virtual meetings with new staff to onboard them and learn more about them



Monthly reports are shared with whole team



Annual picnic and holiday party happen in person



Celebrate life events



Conduct virtual monthly planning meetings to plan ahead and review accomplishments



Hold quarterly team meetings to review/update team goals



Use Skype/Zoom tools to virtually connect with each other on calls



Hold 1 on 1s or smaller group meetings weekly or monthly to build stronger relationships



Share calendars so everyone is in the loop



Host weekly discussion groups or monthly forums



Use instant messaging for quick check in's



Hold lessons learned meetings



Do social/team building activities virtually like cooking dinner together, happy hour, book club, salad club



Nominate a Sunshine Committee that remembers birthdays, special events and provides recognition



Dedicate time during the work week to develop interpersonal relationships – go for a virtual coffee or lunch, etc.



Have a 90-minute virtual team lunch or breakfast and leave the first 20 mins for catch-up and chit chat



Ask "table topic" questions to kick off meetings to randomly learn about your team



Give dedicated time to a new person with each team member on "Get to know you calls"

When leading a call - Keep inventory of who's talking on calls and reach out to people you haven't heard from



When wrapping up calls: Ask specifically for each person's action item/follow up

Check in after meetings with a colleague if you think there might be a conversation after the conversation. Don't let things fester. Have a conference line for post call if necessary



Share cultural dishes and recipes with each other. Cook them together virtually and discuss how they are important to your heritage

Encourage participation as a team in company activities even though virtual



Allow time on calls for peer to peer recognition or "pat on the back" awards

Use an assessment tool such as DISC to help people get to know each other



Plan and budget for annual team off-sites and retreats

Put pictures in emails of families, pets, hobbies, etc.



Have a virtual suggestion box



Schedule virtual walking meetings to get exercise together



Send out meeting minutes up the chain to improve transparency



Anytime you see face to face - plan a social event for the team