

BEST PRACTICES FOR LEADING (NEWLY) VIRTUAL TEAMS




1. Schedule regular and consistent meetings





2. Utilize a variety of communication platforms





3. Prepare for efficient and effective virtual meetings

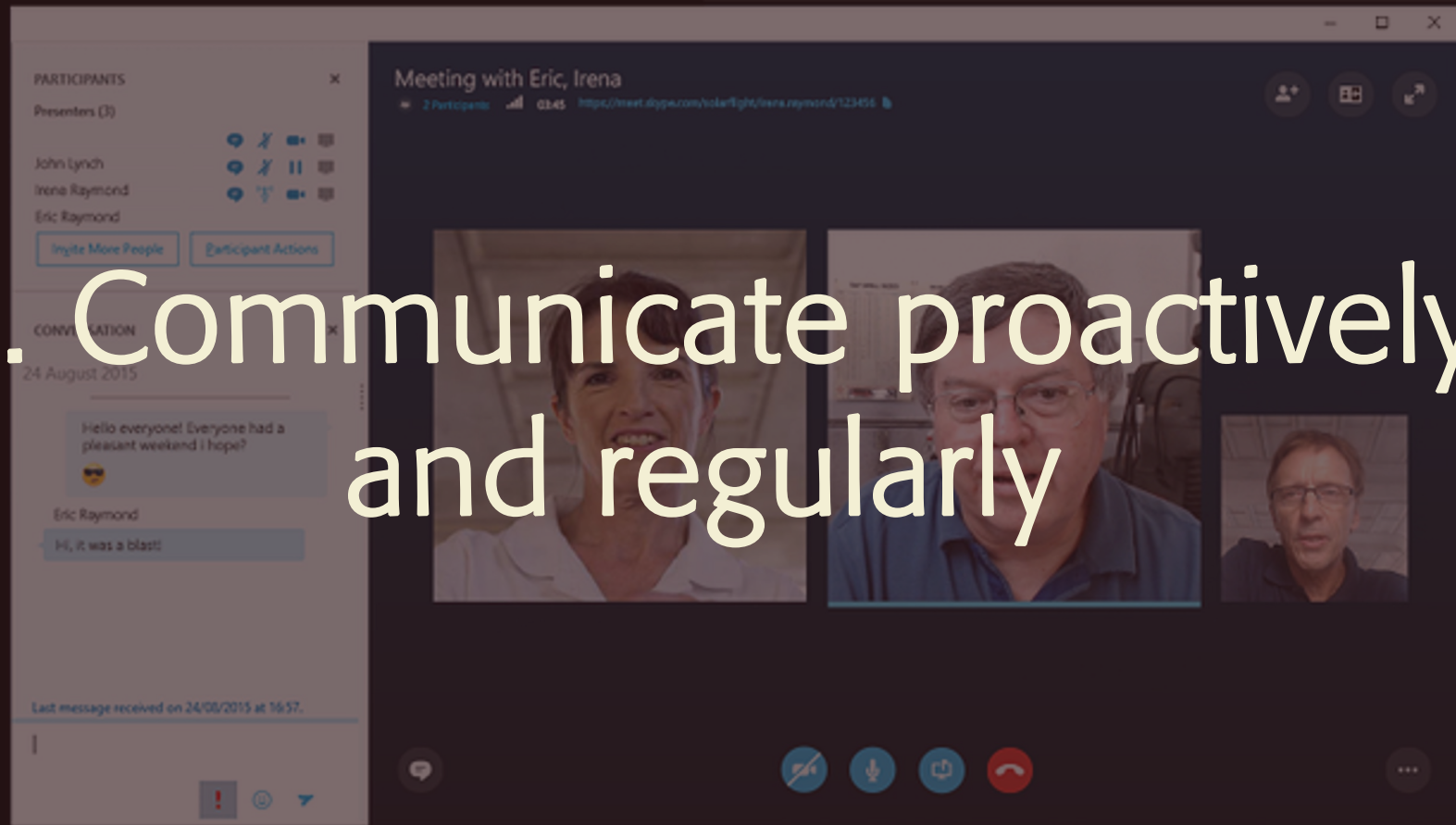




4. Utilize and share virtual meeting best practices




5. Communicate proactively and regularly





6. Choose video conference over instant messaging and emails



A photograph of a person's hands at a desk. One hand is squeezing a yellow stress ball, while the other hand is on a laptop keyboard. There are papers and a pair of scissors on the desk in the background. The image is overlaid with a dark red gradient.

7. Keep an emotional pulse
check on your people



8. When conflict emerges,
resolve it via phone or video
conference - not text, instant
message or email



A dimly lit home office with red walls. A person is sitting at a wooden desk, working on a laptop. To the left is a tall wooden bookshelf filled with books. In the background, a large window looks out onto a bright outdoor area. The text "9. Create a professional work environment" is overlaid in white.


9. Create a professional work environment





10. Maintain a professional image and presence



A photograph of a man and two children sitting on a couch, playing video games. The man is in the center, holding a game controller. To his left is a young girl with curly hair, also holding a controller. To his right is a young boy with curly hair, holding a controller. They are all smiling and looking at the screen. The image has a dark, semi-transparent overlay with white text.

1 1. Let your team members know when you are checking out and when you will be checking back in



Zoom Meeting ID: [redacted]

Spe

12. Schedule virtual coffees and group socials

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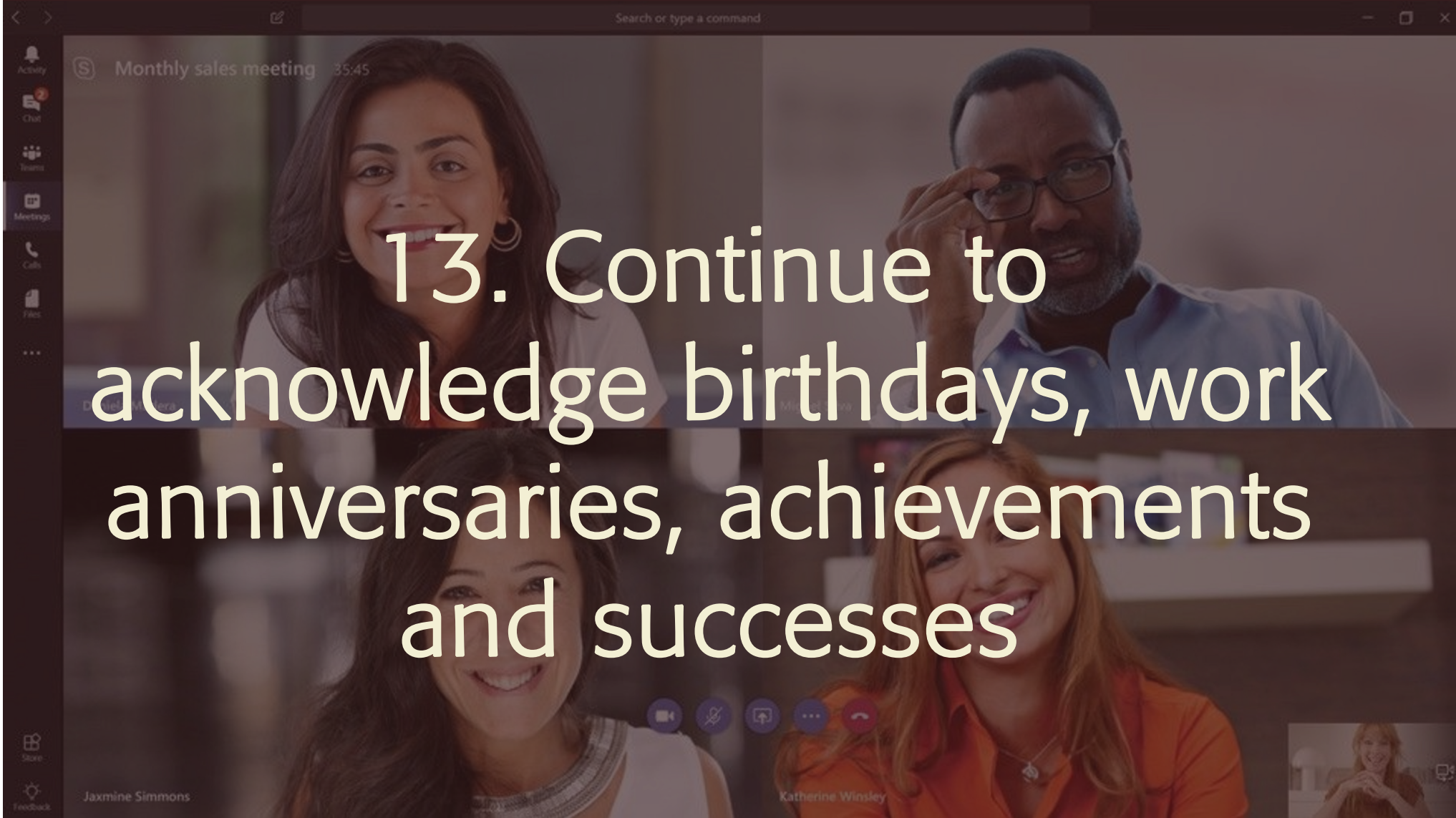
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Stop Video Invite Manage Participants 28 Polling Share Screen Chat Record Breakout Rooms More







Emily strategically advises and supports organizations and individuals in growing and realizing their full potential in purposeful and balanced ways. She offers:

- Executive coaching
- Team leadership development & coaching
- 360-degree leadership assessments
- Organizational culture surveys & assessments
- Leadership & team development programs
- Keynote speaking

