

> Virtual work tips from Kelly®



Individuals

- Be **online** with Skype®/ Microsoft Teams®. Update your “presence” with your location setting.
- Be an active participant in virtual meetings.
- Use **video often**. This creates more engagement for you and other participants.
- Maintain core business hours when working remotely.
- Have a designated time to “arrive at work” and “leave work,” then log off at the end of your workday.
- Be ready with whatever device you use for Skype/Teams meetings—your phone, computer mic/speakers, external mic/speaker, and headset.



People leaders

- Manage by using the technology: Skype and Teams.
- Manage by metrics. Is the work getting done?
- Hold regular 1:1s with **all** team members. Make them video chats.
- Publish meeting objectives.



Team collaboration

- Use the technology: Skype, Teams, OneDrive®, and OneNote®.
- Create a team chat that teammates can join daily, and can freely discuss various topics.
- Install apps on your mobile device for flexibility: Outlook®, Skype, Teams, OneNote, and OneDrive.
- If more than 2-3 emails have been exchanged on a topic, consider scheduling a quick call.
- Keep meetings short. Target 45 minutes. Have an agenda and objectives.



Environment

- **Be mindful** of background noise on conference calls. Mute yourself when you aren't talking.
- Your remote work location should be conducive to work.
- Get a good internet plan and Wi-Fi router at home.
- Establish and reference company policies for paying for your internet service, paper, printer, or other supplies needed for working remotely.