**Annex B – Virtual Teams Do’s and Don’ts**

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|  | **DO’S** | **DON’TS** |
| **CULTURE** | **Create culture, find common interests, and have meaningful meetings** | **Forget about creating culture! It’s the foundation to virtual success.** |
| **Encourage healthy system of meetings and events** |
| **COMMUNICATION** | **Establish rules or a team code of conduct** | **Be afraid to ask!!!** |
| **Make time for personal chats** | **Rely solely on chat/messaging to communicate** |
| **Solicit feedback for continual improvement** |  |
| **Consider the sensitivity of the materials being posted to the digital tools (ex: MS Teams)** | **Forget that any digital tool should be treated equally with internal tools are subjet to ATIP requests.** |
| **MEETINGS**  **MEETINGS**  **Cont’** | **Use VIDEO (non-verbal communication helps eliminate misunderstanding)** | **AVOID them** |
| **Hold weekly or more frequent if necessary.** | **Only use chat or phone to communicate** |
| **Acknowledge and give recognition to boost morale.** |  |
| **Mute speaker when you’re not speaking** |  |
| **TOOLS** | **Experiment and find the best ones for your team** | **Stick to one if it doesn’t work for everyone on the team or can’t do everything your teams needs it to do** |
| **GENERAL** | **Empathize and be positive when receiving messages (communicating in person is hard enough)** | **Assume anything from written or oral messages** |
| **Keep all info, files, and chat records as transparent as possible for the team** |  |
| **Establish and refine structure and processes to keep everyone on track** |  |
| **Dress as if you are heading to office (keep environment professional)** | **Don’t work where you sleep, work in pyjamas, turn the T.V. on, or snack all day.** |
| **Stay organized as possible** |  |
| **Take breaks or even do a quick workout** |  |