Jen Lunde



Coworker Communication in the Virtual Office



WhereScape® SIOS Lucient













Local User Groups

LA Data Platform

3rd Wednesday of every month

https://www.meetup.com/los-angeles-data-platform/

Southland Data Professionals

(f.k.a. Los Angeles SQL Server User Group and OC SQL Data Platform)

3rd Thursday of each odd month

https://www.meetup.com/SQLPass-DataProfessional/

Coworker Communication in the Virtual Office

Learn best practices to keep communication productive and clear with your coworkers, so you are equipped, productive and positive at work.

with

Jen Lunde

www.liveyourbestworklife.com



In this session, we're going to look at the realities of working remotely, the daily dangers it poses to your communication, and some best practices for productive and clear communication moving forward.

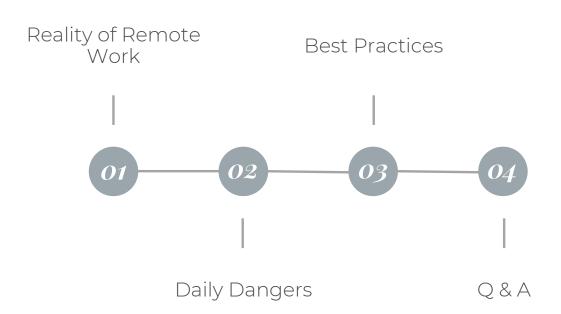


- → 13 years of professional staffing experience with several industries
- Reviewed 20,000+ resumes, primarily in technology
- Partnered with hundreds of hiring managers to fill open positions
- Helped several hundred job seekers find employment directly
 & countless others indirectly



Turn Off All Distractions

Where We're Going...



WHAT IS The Reality of Remote Work © Jen Lunde, Your Best Work Life, Livet Products LLC ALL RIGHTS RESERVED.



- ✓ Unemployment is down to 5.8% as of May 2021
- Hardest hit industries are starting to make a come back
- Gallup found that 56% of U.S. workers were "always" or "sometimes" working remotely early in 2021



Perks of working from home...

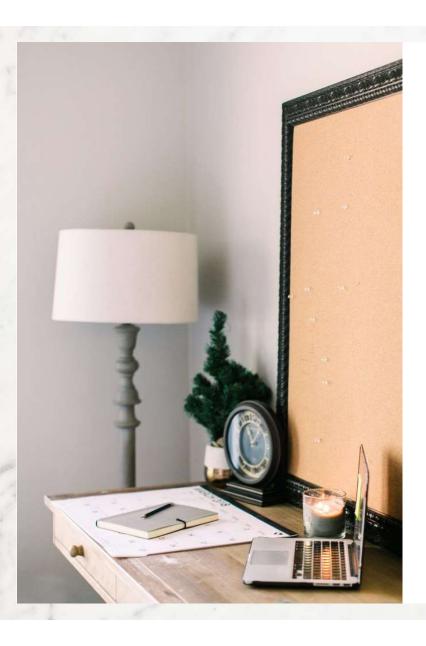
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- Less commute time
- More flexibility
- More autonomy





- Less distractions from coworkers
- Easier access to be responsive
- Potentially more casual/comfortable



And the downsides...

- Less collaboration
- Less relationship building
- Fewer non-verbal queues
- Less clarity on expectations
- Higher chance of miscommunication





- Can lead to neglect of feedback/coaching or micromanagement
- Out of sight out of mind
- Extra time without answers
- Blurred lines or work and home time

WHAT ARE THE Daily Dangers © Jen Lunde, Your Best Work Life, Livet Products LLC ALL RIGHTS RESERVED.



01

Building Coworker Relationships

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- Build trust
- Form team comradery
- Learn about each other's communication styles
- Maximize & utilize each other's strengths





O2Getting Stuck

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- Where/when do you get stuck?
- How long to do stay there?
- Who do you reach out to for help?
- Are you staying frustrated for too long or passing blame?





03
Awareness of your style & tone

- How well does your team know you & vice versa?
- Text/email can be misinterpreted





04Being heard

- You must make an effort to contribute ideas or feedback when remote
- Ask questions in meetings for clarity
- Give yourself the chance to shine
- → Earn trust & respect





05
Follow up &
follow through

- You have more responsibility to follow through/follow up when needed
- Respond, acknowledge or confirm
- Are expectations clear?
- Waiting on others real or excuse?
- Out of sight out of mind



Reduce Miscommunication, Conflict & Frustration



01

Figure out what works for your team

- Routine meetings (if possible) so everyone can plan accordingly
- Have a clear agenda for team meetings
- Have clearly defined accountabilities
- Establish best practices for communication throughout the day





02

Establish routine communication with your Supervisor

- Ask for the time if needed
- → What's expected of you?
- Ask for feedback on your performance
- Best method for quick questions
- Discuss your career growth& next steps





03 Be proactive

- Think ahead to next steps
- What info will you need & when?
- Give your coworkers or manager a heads up to plan accordingly
- Falling behind?
 Communicate early.

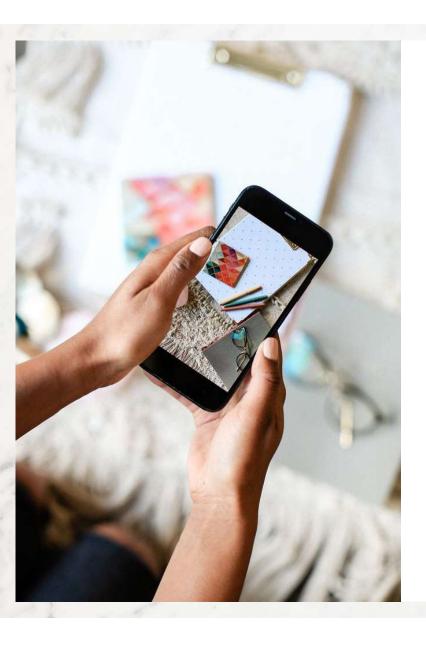




04Be resourceful

- Try to find the answer on your own
- Use your internal knowledge base, LMS, QRGs or other documentation or training
- The internet





05 Ask for help

- Ask for help or clarity if you need it
- Don't spin your wheels
- If you can't move on, get help





06 Don't procrastinate

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- You may not be able to get help right away
- Your urgent last-minute need is not likely on someone else's priority list
- Ask for help early





07
Be prepared

- Prepare for meetings
- Know the agenda
- Ask questions
- Be clear on deliverables
- Give status updates





08

Honor your commitments

- Be clear on timelines & deadlines
- Ask for clarity on expectations
- Put deliverables in writing after meetings, if needed
- Communicate early if unable to follow through



Take ownership of your communication.
Communicate what you need.





CAREER & PROFESSIONAL DEVELOPMENT

Resume Writing & Career Coaching

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To enter into the SQL Saturday in LA 2021 raffle, please go to this link: https://tinyurl.com/SQLSaturdayLA2021



<u>Click here</u> or scan the QR code to go to the session feedback form. Please locate the session in the form to provide feedback.

