

## Working Remotely: Tip of the Week

### Team Building

Strengthening team relationships is as important when working virtually, as in the office. It requires thoughtfulness, just as managers of teams across different campuses need to keep people informed, engaged and connected. Here are strategies used to link people, especially in a time of change and uncertainty.

1. “Coffee break”: While employees working virtually are using text, email, Zoom and conference calls to complete tasks, it’s worthwhile to devote a separate half-hour weekly or biweekly for social interaction. People say hello, see each other (if on video) and share informally.
2. Creativity: Team members were invited to forward a selfie or photo holding a handmade sign with a message that began: “Stay...” (healthy, safe, centered, etc.) The images were linked together, reinforcing solidarity and mutual encouragement. In a variation, holding signs, photos or objects up to the camera is a great way to share and learn about each other.
3. Games: One team held a Scavenger Hunt on Zoom. The host called out the item to hold up on video or camera, along with a short time-limit to find and display it (5-30 seconds). Each item was valued—a coffee mug might be worth 5 points, an umbrella might register 40 points and a baby 100. Someone must keep score and announce goofy awards.
4. Celebrate: Acknowledge achievements and milestones. Let people know how they are doing and what their work contributes to the College mission.

Your efforts to build teams give power to shared MC values.

For more Tips on working remotely, please visit <https://bit.ly/mc-remote-working-e> and watch for the next tip on Monday, June 8!

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