

VIRTUAL TEAMS CHECKLIST

Use this checklist daily to ensure your whole team feels valued and connected, no matter their working location.

ENVIRONMENT

- Conduct a morning huddle - use a platform such as zoom so your team can see each other
- Decide what radio station your team will listen to for the day in your morning huddle
- Create a goals board together and talk about what you will do as a team to work towards these goals today

ENGAGEMENT

- Encourage a team member to run a creative activity or puzzle to end your morning huddle
- Call one of your team members and recognise something they have achieved in the past week
- Choose your attitude in your teams Whats App group

EDUCATION

- Ask your team to share something they learnt that may be helpful to others
- Include an open forum in your morning huddle and encourage questions or statements
- Challenge one of your team members to complete a task outside their comfort zone