



Coordinate within a team

Meeting in the corridors and exchanging a few words, going to find a colleague in the office next door to clarify a question, or discussing in a meeting is part of our habits. How to maintain these contacts while teleworking?

This module presents some ideas on how to coordinate efficiently and keep your team connected.

- ≡ The ground rules
- ≡ Coordination and efficient work
- ≡ Maintaining social ties at work
- ≡ Conclusion

The ground rules

In practice

Trusting each other

Trust is an essential ingredient in a team. This is especially true when dealing with distance.

It is possible that telework days will be different for team members, which can sometimes make coordination more complex. In this case:

- Take an interest in who does what
- Ask questions of understanding
- Agree on priorities and timelines
- Make a list of contact persons according to the responsibilities of each other
- Share activities clearly, call on your colleagues when necessary.

Taking care of communication

Pay attention to the form of your messages and your communication in general.

Trust your feelings.

If you feel that your message has not been understood or that you don't understand a colleague's reaction or message, don't hesitate to call him or her.

Respect everyone's availability

- Keep up to date with the availability of your line manager and colleagues
- Define your availability in defined time slots, as if you were at your workplace
- Update and share your calendar: enter working times, including blocked times without meetings and break times
- Respect meeting times
- Respect each person's agenda
- Respect the availability of everyone, especially those working part-time.

Agree on the means of communication

Agree on the means of communication used within your team.

Get used to asynchronous communication.

In general, the messages you send to your colleagues may not receive an immediate response.

- If you use a chat room:
 - Using the available statuses (available, busy, absent, ...) can be a good way to communicate your availability in a simple way
 - This is also true when you have to immerse yourself in an activity or task that requires a high level of concentration. The status as well as the suppression of notifications allows you to concentrate without interruption.

Respect availability, even in a chat room: it is often unnecessary to call or send an email if you don't get an immediate response.

CONTINUE

Coordination and efficient work



Working as a team at a distance requires an extra effort to coordinate everyone's activities during this period.

Agree on how to work

1. Identify the person responsible for coordination for each activity or project
2. Hold meetings to obtain relevant information or ask questions before starting to work

3. Plan tasks to be done by teams, set deadlines and identify the person responsible for each task.

Define the emergency channel

The situation or activities may lead to urgent personal or professional matters, sometimes outside of normal working hours.

In this case, it is important that everyone knows the person to contact, the relevant information (e.g. telephone numbers) and the appropriate means of communication.

Good practice therefore recommends that you agree on these matters in advance, so that you are not stuck when the time comes.

Sending a text message to ask if the person is available for a phone call can be a good way to avoid being intrusive.

Some additional ideas

REFERENCE PERSON	WORKING PARTNER	SHORT, REGULAR MEETINGS
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Identify a reference person

To avoid isolation and to facilitate this transition, getting in touch with a more experienced colleagues through a telework activity can be helpful.

This could be a peer or your line manager, who can share their knowledge and experience with you.

It can also be a chat channel where team members share experiences and ideas that work to inspire others.

REFERENCE PERSON

WORKING PARTNER

SHORT, REGULAR MEETINGS

Working with a partner or creating a shared workspace

It's a kind of virtual coworking, as if you were sharing the same office. Find a working partner, and commit yourself to working on an important task while you do it.

This task may be unrelated to your partner's task. Or, you can plan similar activities or activities on the same topic, so that you can talk to each other when needed, while staying motivated and focused.

This is particularly effective for people who have difficulty concentrating on a task or getting into action. It is also a good way to stay connected while moving forward with your activity.

How to do it?

You just have to:

- Identify your work partner
- Fix together the time, the place (the virtual tool) and the duration (between 45 minutes and 1 hour) of your work session
- Connect with your partner when the time comes
- Make a video call and mute the sound for the duration of the session
- Working while being present with your partner

This solution can be similar to when you shared your desk with your colleagues. You can do this with two or more people. It's up to you to decide what works for you.

REFERENCE PERSON

WORKING PARTNER

SHORT, REGULAR MEETINGS

Have short, regular meetings

Inspired by the agile methodology, make short "stand-up" meetings via videoconference at a regular and strategic time for the team, each one in turn answers three simple questions.

So, if the meeting takes place every morning, here are the questions:

- What did you do yesterday?
- What are you going to do today?
- Is there anything preventing you from moving forward?

Coordination or help with possible problems is then discussed outside of this short meeting between the necessary people who make contact with each other.

This makes it possible to :

- To have a regular and quick social link
- Engage with colleagues
- Unblock potential problems to allow progress to be made

This enables the line manager and team members to identify where they can help and thus contribute to the achievement of the objectives in a common way.

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Maintaining social ties at work



While teleworking, it is also possible to maintain social relations with your colleagues and to reinvent the small pleasures of daily life at work.

Keeping the **link**
by creating contact **rituals**.

Finding **what is best for** each **team** and each **individuality**.

You can maintain a way of coming together that is similar to the daily routine in your team.

For example, greetings at the beginning and end of the day are a good way to keep in touch with colleagues.

Examples of such greetings include

- Allow some time at the beginning or end of conference calls for social discussions
- Get together, for example, during regular breaks for informal exchanges
- Turning on your camera during meetings
 - Seeing the faces of colleagues builds empathy and trust. It encourages consideration of non-verbal communication and prevents feelings of isolation.

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Conclusion

Communicate, exchange, share your needs, coordinate in order to find the ideal solution for your team, taking into account each individuality.