

Solutions and Practices to
overcome Teamwork Challenges
of Remote Teams

Virtual Teaming is FUN

E BOOK

Top Best Practices For Remote Teams

Understand the Challenges of Remote Teams with Solutions and Best Practices

Top 5 Virtual Teaming Activities

Do it your Self-Guide for Virtual Team Building Activities.

Solutions and Practices to overcome Remote TEAM Challenges

In office spaces people connect with each other and hangout at coffee machines. Remote Employees miss these informal meetings. The activities that connected them like chats and coffee breaks are no more possible. The Internet makes it possible for teams to connect across distances and time zones. it also contributes towards monotony and boredom affecting the morale of the team.

Lack of physical closeness is bringing isolation and loneliness. Remote teams are only focusing on task and process. Virtual team building activities help to develop human connections. This helps the team to balance both task and relationships.

Best Practices for remote team engagement:

1. Human Connection
2. Communication
3. Communication Tools
4. Social Interaction
5. Virtual Team Building

How to keep remote teams engaged while working from home?

Teams working from home are feeling disconnected and disengaged as remote work has become a norm due to the pandemic. Technology has made it possible for a majority of employees to work from home.

Remote team engagement has its own challenges it requires extra care on the part of managers to engage everyone in the virtual world.

Here are some recommendations and best practices to keep remote teams engaged and productive.

1. Regular Check-in and Checkouts – Human Connection

Make a habit for doing regular checking and checkout. Do not wait for monthly or quarterly engagement. Make human connections part of your daily meetings. Keep a small meeting rooms for people to jump in interact. Check on feelings and how everyone is doing.

Have check-in in the morning once and checkout in the evening where people share their feelings, learnings and tasks they accomplish. Ask for requests and support they need.

2. Communicate frequently with clarity

Remote teams need to put in extra efforts to communicate as the non verbal communication gets reduced over technology. Good practice here is to paraphrase the communication between the team to ensure clarity and understanding.

Be sure to communicate your expectations from your employees. Employees who are aware of what is expected from them will be more engaged and motivated to meet those expectations.

Few aspects on setting expectations can be:

- Timings on specific hours of the day.
- Daily Reports and Updates.

Agreements on Behaviors to work remotely.
Agreements on being present and online etiquette.

3. Use Communication tools

Apart from phone calls and online video conferencing use other features that include, chat, emoticons, polls, surveys, quiz to enhance communication and hour to hour engagement.

Reach out to those who are seen as introverts and engage them by asking questions and their opinions. Use facilitation to involve and engage everyone. Appoint a facilitator for the day to run meetings.

Have someone take notes on what is being discussed. Share the minutes over the intranet or email or other communication tools.

4. Maintain friendly social interactions:

While you work officially from home, it's important to maintain a friendly and social environment.

Your team will keep them calm, vulnerable and productive also reach out for support. It helps when required and sets a culture, where they feel togetherness and belonging.

Create your best practices guide as a company policy so everyone follows a culture of engagement. Engage employees in Remote Team Building activities

Finally find out the best practices by speaking to your employees to discover what they need and what can support them to be more engaging and productive.

5. Regular Virtual Team Building:

Its a good idea to also hire a virtual team builder who can facilitate the session for you in structured manner. These activities are led by team building facilitators, who conducts these activities that include helping people loose inhibitions.

Activities help open up to each other and have fun & interactions together. A large part of virtual team building is enhancing interpersonal relationships so your team can feel the human connection and feel valued.

5 Simple Remote Team Building Activities for your Employees

Here are a list of remote team activities that are played to keep the employee morale high. When playing

Below are 5 simple Team activities that you can run before, during or after your remote team meetings. Its always a good idea to to start with an ice breaker. This helps the team loosen up and feel safe to engage.

There is no good time for playing remote team activities. They should be part of everyday interaction. This includes activities for few minutes in every remote interaction. At other times it helps to conduct team building sessions that are 60 to 90 minutes long at least once a week.

“You can discover more about a person in an hour’s play than in a year of conversation”. – Plato

1) Human Bingo:

Human bingo is a great ice breaker. It helps teams to connect with self and each other through a human bingo list.

How to play:

One of you shares the screen on the video conferencing software such as zoom.

All team members learn how to play the activity with the annotate tool.

Each team members using the annotate tool write their initials on the bingo.

Instructions:

Everyone needs to put their initials on the bingo sections in 5 Minutes.

Invite everyone to share their experience of playing the bingo.

Duration: 15 minutes



2) Word Search Puzzle

Puzzles are great way of engaging participants. The puzzles have a list of words hidden which the team has to search in a given time.

How to Play:

Show the word puzzle on the shared screen. Invite the team to use zoom/msteams annotate feature and mark a line or a rectangular box around the words the find. They can also strike out the words from the main list as they find them.

Duration: 7 Minutes

Shapes and Solids Word Search



- | | | |
|----------|---------------|-----------|
| Circle | Octagon | Rectangle |
| Cone | Parallelogram | Rhombus |
| Cube | Pentagon | Sphere |
| Cylinder | Polygon | Square |
| Ellipse | Prism | Trapezoid |
| Hexagon | Pyramid | Triangle |

3) Virtual Team Icebreaker Questions

This one is my favorite, simple to conduct

How to Play:

Give an ice breaking question to each team member.
Team members can speak on the question for 30-45 seconds.

Here are some **good icebreaking questions** to post to your team members.

Who do you think is a great example of a successful person?

As a child, what did you want to become when you grew up?

What is your greatest achievement so far?

What was your childhood's nickname and why?

What is the most difficult part of your job?

Tell me a funny story that happened to you.

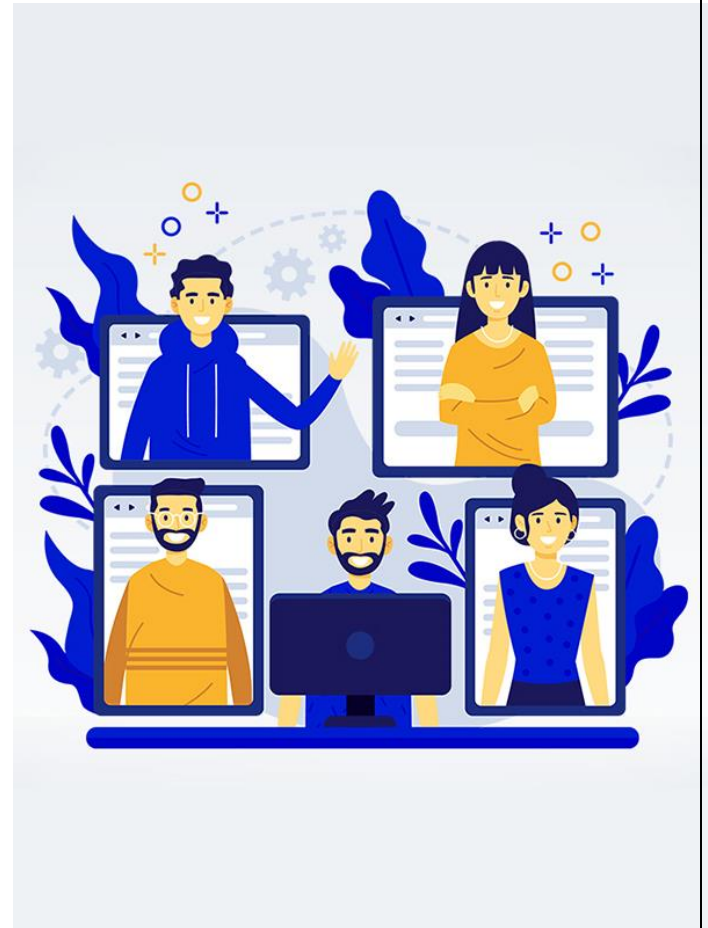
Who has been your best mentor so far? In what area?

What hobby or sport activity are you good at?

What would you rather do when you are not working?

Share a memorable event of your life with us

Duration: 15-30 Minutes



4) Beat Box

How to Play:

Nothing connects teams like music and nothing better than creating your own music.

Here the team makes oral sounds or uses objects like hitting on a glass with a spoon, whistling etc to create music.

Give 10 Minutes for the team to discover what sound each of them can perform.

Let them develop a musical rhythm and practice before they present the final beat box.

Duration: 20 Minutes



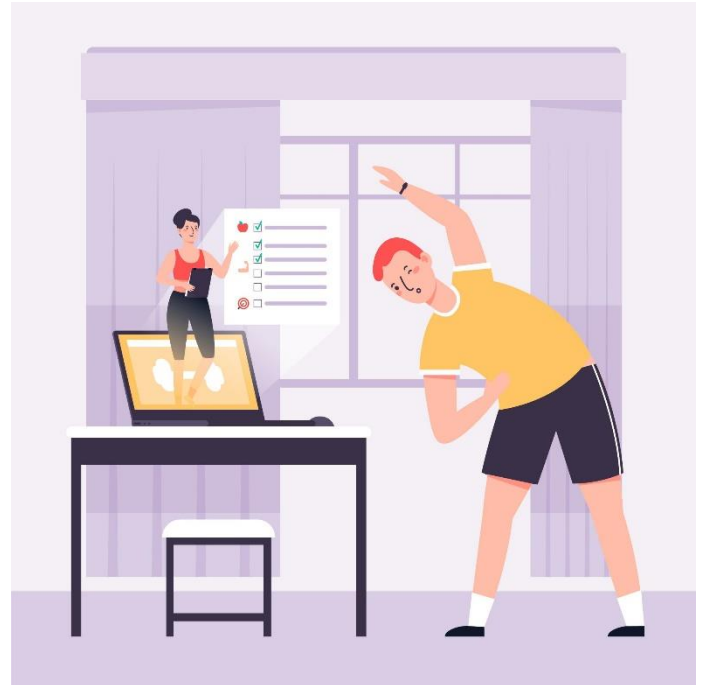
5) 5 minutes to fitness.

The 5-minute fitness can be done any time the team wants to stretch. It can be a good break to keep fit and active.

How to Play:

One of the team members can walk others to do simple freehand exercise and stretch movements

Team Building **Activities** driven by **professionals** help the participants to have fun and bond with each other. They are a great and simple way of increasing **engagement** and **relationships**. Working from home is safe, easy and convenient.



Outlife Remote / Online – Team Building Offerings

We have the professional expertise to conduct Virtual Teaming, Our offerings include:

1. Multiplayer Serious Game Designed to meet your desired learning outcomes.
2. Multiplayer Game Based Platform for Leadership Skills, Team Building, Collaboration and Behavioral Skills
3. Gaming experiences for Employee Engagement and Onboarding based on your company values and procedures.

Our Offerings include understanding your learning needs, design gameplay to suite your learning outcomes and facilitate gaming experiences that range from 2 Hour to 4 Hours, Multiple Day Learning Journeys

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