

Virtual Brown Bag # 2: Being a Good Remote Team Member

Lisa Tyson, PhD

Sarah Walters, PhD, ABD

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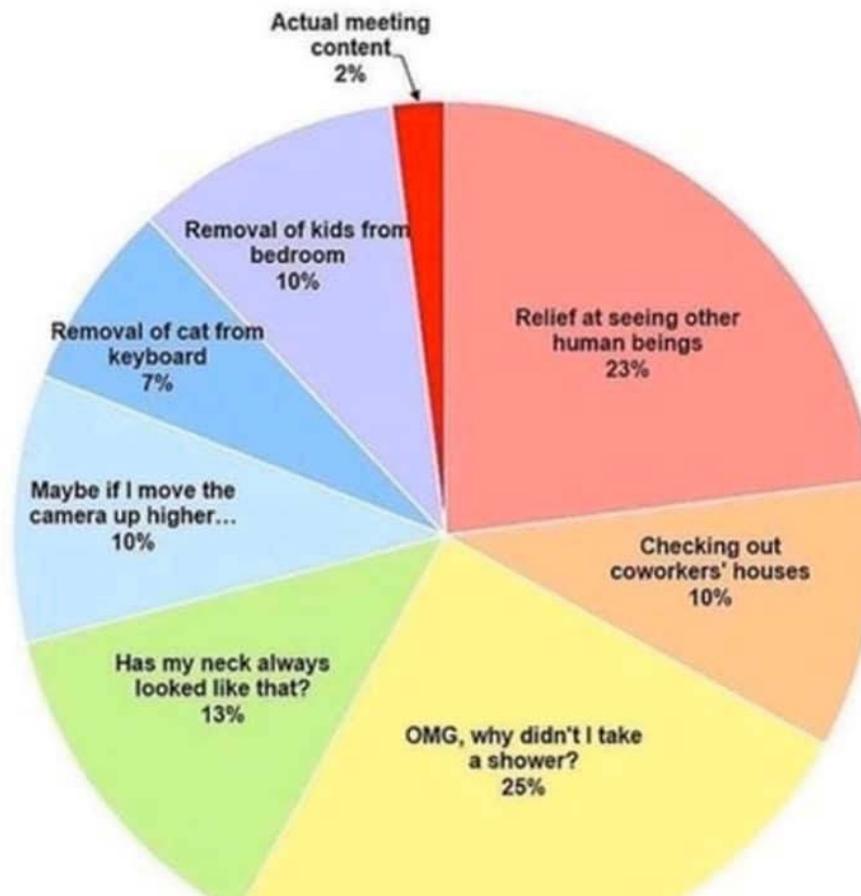
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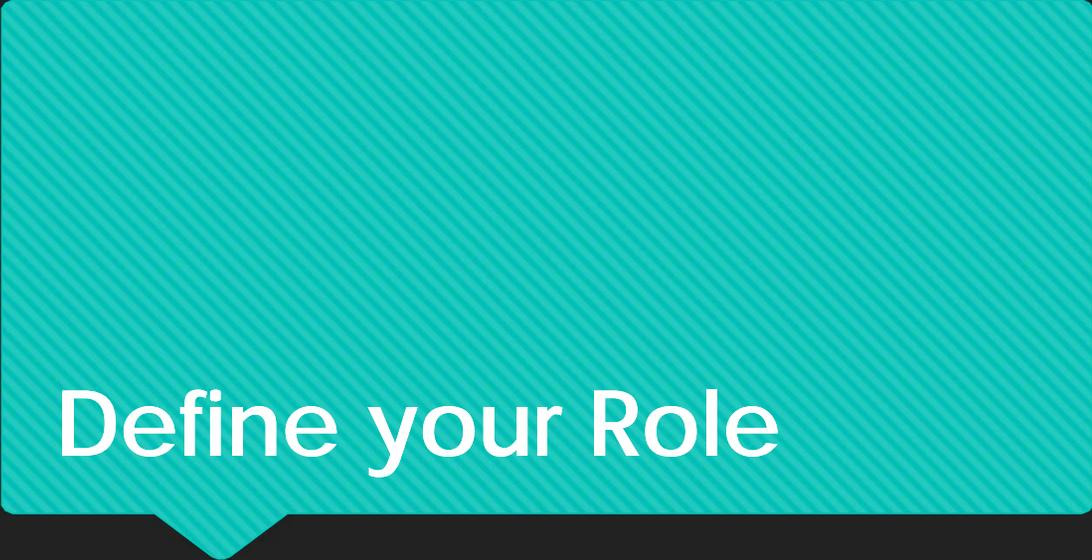
YOUR CALLING. OUR PASSION.

Goals

- Provide members of virtual teams practical ways they can improve their productivity and organizational performance.
- Discuss six strategies to improve performance on virtual teams.
- Provide members of the community access to resources they may not have otherwise had.

Diagram of Zoom Meeting Attention Span





Define your Role

Strategy 1

- Clarify with your supervisor what you are now responsible for.
- Make a daily, weekly, or monthly list of the things you need to do.
- Shows collaboration and willingness to embrace the process.

Strive for Cooperation

Strategy 2

- Use the video feature in video meetings.
- Verbally respond when appropriate to those in the meeting.
- Try to focus on the meeting and use non-verbal communication (facial expressions, nods, etc.).
- Ask clarifying questions.

Avoid Cliques and Side Conversations

Strategy 3

- Agree everyone in the meeting will leave saying the same thing upon departure.
- Avoid unhealthy side conversations with colleagues about specific people or projects.
- Use conflict avoidance when necessary.
- Engage each team member equally.



Engage

Strategy 4

- Check-in regularly.
- Identify and write down the three biggest projects or tasks you need to complete each day. (work-related)
- Determine to complete and deliver results to another person.
- Check-in for follow-up after the delivery.

Set and Keep Regular Office Hours

Strategy 5

- Routine is key.
- Provides a sense of community when hours overlap.
- Communication is vital right now.

Support Your Leaders

- Encourage them.
- Share best practices that are working for you.

Strategy 6