

Working and Leading Virtually

Curated resources to support you in a virtual environment.

Click any box or topic below to learn more.

Virtual Working

Creating Your
Workspace



Using Microsoft Teams

Forming Routines

Virtual Teams

Optimizing Your Virtual
Team

Communicating
Effectively Virtually

Leading a Virtual Team

Virtual Team Building
Activities



Leading a Hybrid-Remote
Team

Virtual Leader

Creating High-
Performing (Virtual)
Teams

Explicit Understanding
of How to Work
Virtually

Fostering Agility

Family and Well-Being

Fun Resources for
Family

Learning Resources
for Families

Ideas for Self-Care

Well-Being Resources

Note: Some resource not available due to confidentiality. This is designed as a sample.

What interests you?

Click any topic on the learning path below to learn more.



READ

How to Stay
Focused When
Working from
Home



WATCH

Bringing Work
Home



READ

What You Need
to Know to
Start Working
from Home



READ

Working from
Home: 7 Smart
Tips to Help You
Get More Done
**(Open in
Chrome)**



READ

How to Work
from Home

Using Microsoft Teams

What interests you?

Click any topic on the learning path below to learn more.



READ

Microsoft
Teams FAQs



WATCH

Start and Pin
Chats



WATCH

Scheduling
Teams
Meetings



WATCH

Joining a
Teams Meeting



WATCH

Navigating the
Teams Call
Interface



WATCH

Show Your
Screen During a
Meeting



WATCH

Tip: Enabling
Microsoft
Teams in
Outlook

Forming Routines

What interests you?

Click any topic on the learning path below to learn more.



READ

Smart Working
Simple Rules



WATCH

Working
Remotely



WATCH

Time
Management:
Working from
Home



WATCH

Balancing Work
and Life



WATCH

Thriving @
Work:
Leveraging the
Connection
between Well-
Being and
Productivity



WATCH

Productivity
Tips: Finding
Your
Productive
Mindset

Establishing & Optimizing Your Virtual Team

What interests you?

Click any topic on the learning path below to learn more.



WATCH

How to Build Trust on Your Virtual Team



READ

How to Succeed as a Member of a Virtual Team



READ

How to Collaborate Effectively If Your Team Is Remote



READ

Transcend Physical Distance



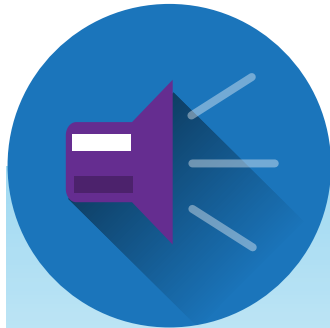
READ

Self-Paced Course Team Creation

Communicating Effectively Virtually

What interests you?

Click any topic on the learning path below to learn more.



LISTEN

Avoiding
Miscommunication
in a Digital World



WATCH

Email Tips for
Better
Responses



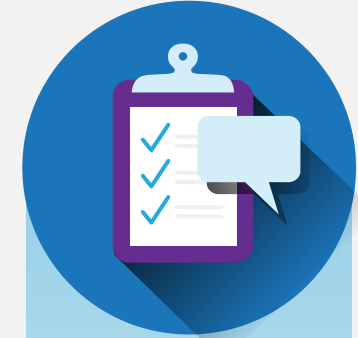
READ

Virtual Meeting
Tips



READ

12 Tips for Making
Your Virtual
Meetings More
Professional



TAKE ACTION and "DO/SAY" IDEAS

Ideas of ways to
effectively plan,
clarify and
execute
communications
with your team
virtually

What interests you?

Click any topic on the learning path below to learn more.



READ

The Remote
Leader's Guide
to Managing a
Team



READ

The Long-
Distance Leader



READ

The Virtual
Manager



READ

Guide to
Managing Your
(Newly) Remote
Workers



READ

Leading
Remotely



READ

How to Succeed
Leading a
Virtual Team



WATCH

Leading at a
Distance
(36 min.)

Virtual Team Building Activities

Building in intentional time to connect with your team beyond work is more important than ever to promote employee collaboration and productivity while working virtually. Here are some ideas on activities that can be done virtually to build connections within your team on an on-going basis.



ACTIVITIES

Take advantage of XYZ resources as great ways to build deeper connections with each other - these are anywhere from 15-30 minutes



QUICK CONNECTS

Great for the beginning of meetings or throughout if they are longer meetings - can be as short or as long as you want to make them



FUN EVENTS

Ideas on ways to have fun and celebrate each other - can be as short as 15 minutes or longer depending on what your team decides

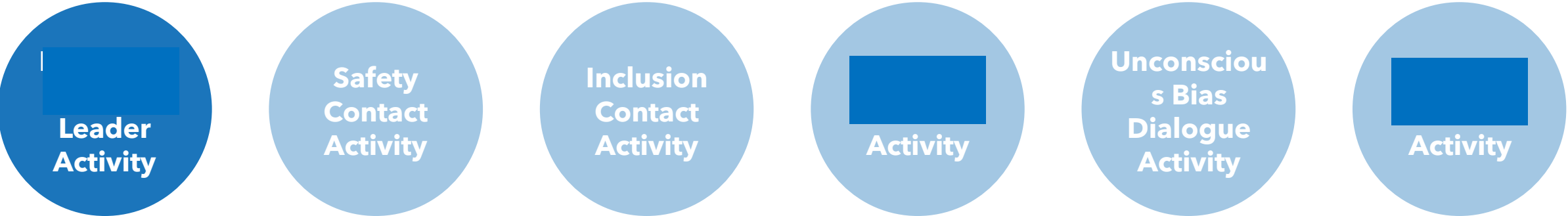
Virtual Team Building Activities

Take advantage of XYZ resources as great ways to build deeper connections with each other. These activities are anywhere from 15-30 minutes each. **Click on an activity below to learn more.**



Virtual Team Building Activities

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INSTRUCTIONS

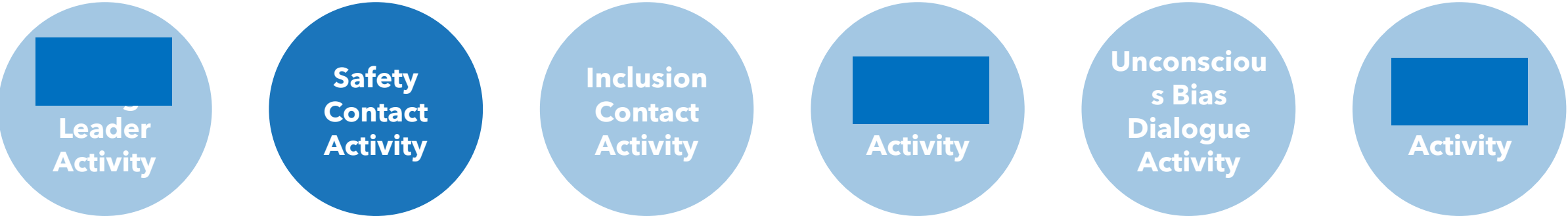
SUGGESTIONS

Leverage the XYZ Leader Toolkit to help each other embrace a learning mindset through the changes we are all going through

- -
- [Embrace a Learning Mindset through Resistance to Change and Change](#)

Virtual Team Building Activities

Take advantage of XYZ resources as great ways to build deeper connections with each other. These activities are anywhere from 15-30 minutes each. **Click on an activity below to learn more.**



INSTRUCTIONS

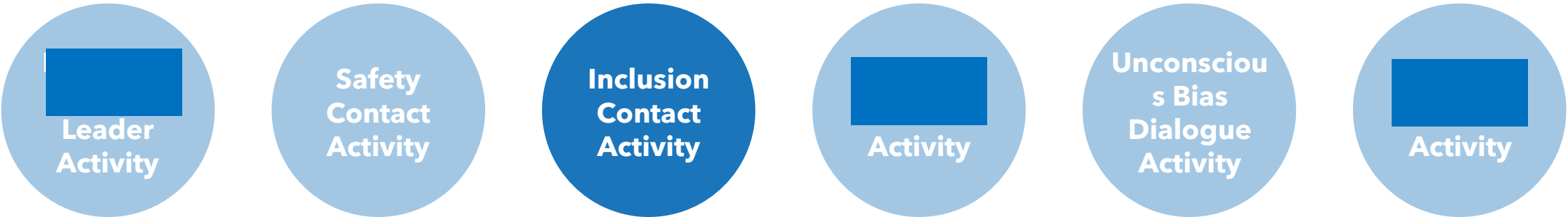
Select one of the topics listed in our [Safety Contact Library](#) and engage your team in a thought provoking discussion (length of time for this activity depends on the topic you choose and the number of people on your team)

SUGGESTIONS

- [Kitchen Safety](#)
- [First Aid Quiz](#)
- [Home Fire Safety](#)

Virtual Team Building Activities

Take advantage of XYZ resources as great ways to build deeper connections with each other. These activities are anywhere from 15-30 minutes each. **Click on an activity below to learn more.**



INSTRUCTION

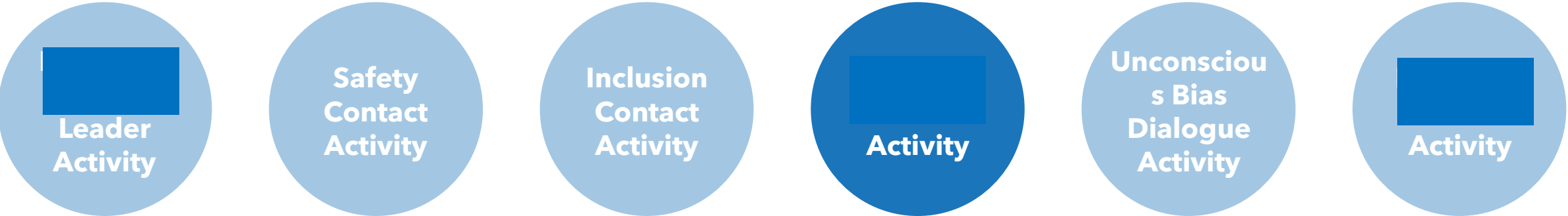
Select one of the topics listed in our Inclusion Contact Library and follow the instructions for that specific one to engage your team in a thought provoking discussion (length of time for this activity depends on the topic you choose and the number of people on your team)

SUGGESTIONS

- Coronavirus
- I'm Fine
- Mental Health in the Workplace

Virtual Team Building Activities

Take advantage of XYZ resources as great ways to build deeper connections with each other. These activities are anywhere from 15-30 minutes each. **Click on an activity below to learn more.**



INSTRUCTIONS

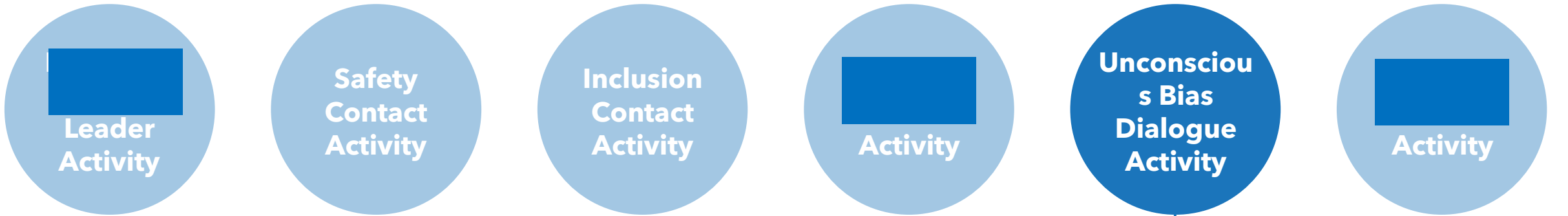
Select one of the topics listed in our [XYZ Library](#) and follow the instructions for that specific one to engage your team in a thought provoking discussion (length of time for this activity depends on the topic you choose and the number of people on your team)

SUGGESTIONS

- **Read:** Betty's Family: [How to be an Ally in the Office](#)
- **Read:** Women's Leadership Network: [How the Gender Empathy Gap Affects Women in the Workplace](#)
- **Listen to:** [Code switching vs. Soul switching and the unseen challenges](#)
- **Watch:** Netflix Series: [When They See Us \(Netflix Original Film\)](#)

Virtual Team Building Activities

Take advantage of XYZ resources as great ways to build deeper connections with each other. These activities are anywhere from 15-30 minutes each. **Click on an activity below to learn more.**



INSTRUCTION

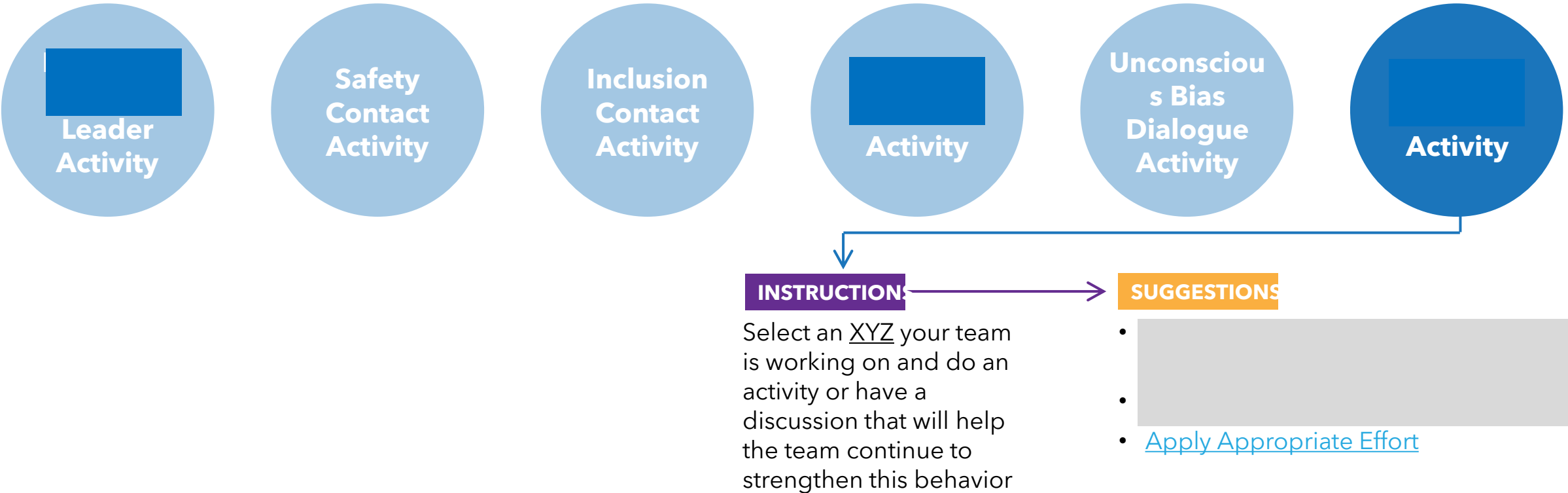
Select one of the topics listed in the [Unconscious Bias Dialogue Toolkit](#) (scroll down to resources to download the PPT) and follow the instructions for that specific one to engage your team in a thought provoking discussion (length of time for this activity depends on the topic you choose and the number of people on your team)

SUGGESTIONS

- [Activity #3 Where Does our Bias Stem From](#) (scroll down to Resources to download PPT - see slide 8)
- [Activity #5 Implicit Association Test](#) (scroll down to Resources to download PPT - see slide 10)

Virtual Team Building Activities

Take advantage of XYZ resources as great ways to build deeper connections with each other. These activities are anywhere from 15-30 minutes each. **Click on an activity below to learn more.**



Virtual Team Building Quick Connects

These are great for the beginning of meetings or throughout if they are longer meetings - can be as short or as long as you want to make them. **Click on a quick connect below to learn more.**

Wheel of
Questions

Virtual
Scavenger
Hunt

Trivia

Share Out
Activity

This or
That
Game

Two Truths
and a Lie

Guess
Who
Game

Virtual
Recogniti
on

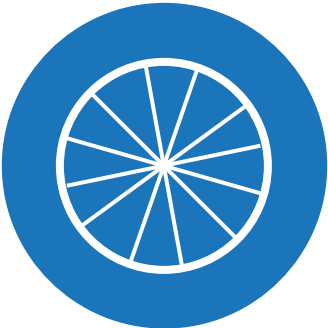
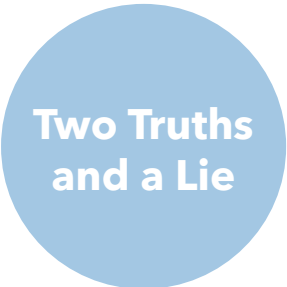
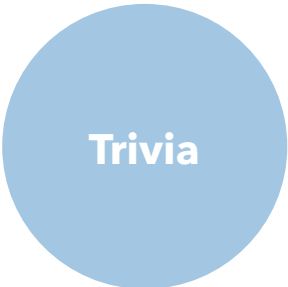
Story Time

Virtual
Bingo

Additional
Ideas

Virtual Team Building Quick Connects

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Wheel of Questions

INSTRUCTIONS

- Open it in Slide Show Mode
- Click on wheel to spin
- Click on wheel to stop on a question
- Have each team member answer the question

Note: Questions can be easily edited if needed

Click here to play



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Wheel of Questions

Virtual Scavenger Hunt

Trivia


Share Out Activity

This or That Game

Two Truths and a Lie

Guess Who Game

Virtual Recognition



Virtual Bingo

Virtual Scavenger Hunt

INSTRUCTIONS

- Pick a topic (fun or business related)
- Have everyone go out to Google to find something related to that topic
- Have each person share back either verbally or visually a picture of what they found

IDEAS

- Current pop culture news
- Current trend in our industry
- Best picture of something (celebrity, animal, TV show, etc.)
- Q3 earnings performance snapshot
- Development opportunity on XYZ

Story Time

Additional Ideas

◀ BACK

HOME

NEXT ▶

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Story Time

Virtual Bingo

Additional Ideas

Trivia

INSTRUCTIONS

Select a question or two from a trivia site or take turns having members of the team create their own trivia questions

IDEAS

- Click here for ideas

Virtual Team Building Quick Connects

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Wheel of Questions

Virtual Scavenger Hunt

Trivia

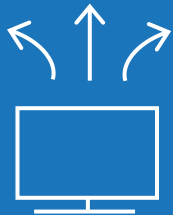
Share Out Activity

This or That Game

Two Truths and a Lie

Guess Who Game

Virtual Recognition



Share Out Activity

INSTRUCTIONS

Have each person share out on a specific question or topic

IDEAS

- Share a picture of an item that has sentimental meaning and why
- Share a topic you know a lot about
- Share a habit you have started or want to start to help you be more productive
- Share a picture of your virtual office
- Share your funniest work from home moment of the week

Story Time

Virtual Bingo

Additional Ideas

Virtual Team Building Quick Connects

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This or That Game

INSTRUCTIONS

Select a few from the list or make up your own to have each member of the team answer

IDEAS

- **Click here for ideas**

Story Time

Virtual Bingo

Additional Ideas

Virtual Team Building Quick Connects

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Virtual Bingo

Story Time

Additional Ideas

Two Truths and a Lie

INSTRUCTIONS

Have each person share two truths and one lie and have the team guess which one was a lie

Virtual Team Building Quick Connects

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Wheel of Questions

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Trivia

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Two Truths and a Lie

Guess Who Game

Virtual Recognition



Virtual Bingo

Guess Who Game

INSTRUCTIONS

Have everyone submit answers to a question prior to the meeting and then have the team guess whose answer is who

IDEAS

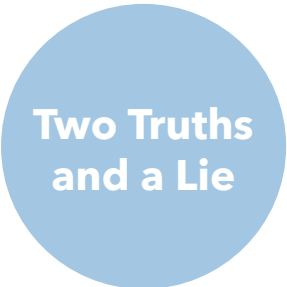
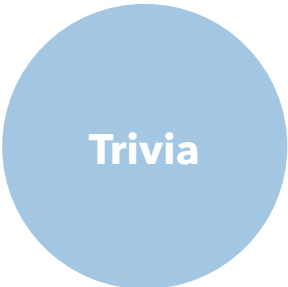
- Guess whose virtual office (have everyone submit a photo of their virtual office)
- Guess whose favorite song (have everyone submit the name of their favorite song, play a clip of each song then guess)
- Guess whose favorite vacation spot (have everyone submit a photo of their favorite vacation spot)

Story Time

Additional Ideas

Virtual Team Building Quick Connects

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Virtual Recognition Game

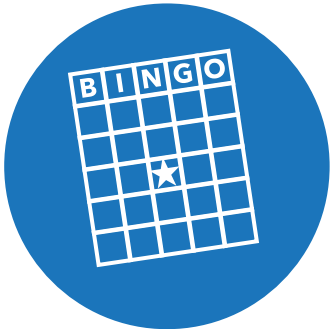
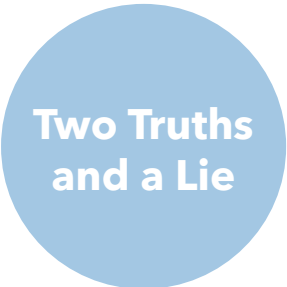
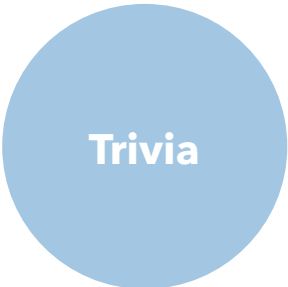
INSTRUCTIONS

Start each meeting off having each team member recognize someone else on the team



Virtual Team Building Quick Connects

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Virtual Bingo

INSTRUCTIONS

Play a friendly game of virtual bingo during or between meetings.

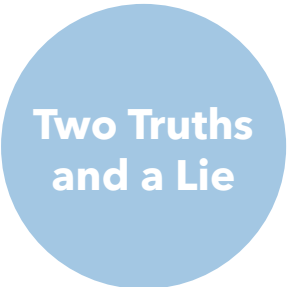
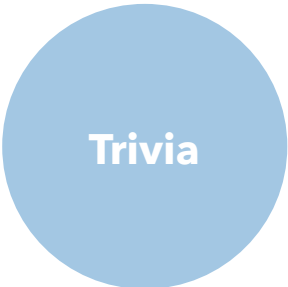
IDEAS

- **Click here for a Conference Call Bingo Board (fun for during your meeting)**
- **Click here for a Virtual Team Bingo Board (fun for between meetings)**



Virtual Team Building Quick Connects

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Story Time

INSTRUCTIONS

Put a minute on the clock. Have one person say a sentence. Then each person after that builds off that sentence to create a short story. (These have the potential to be hilarious.)



Virtual Team Building Quick Connects

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Trivia

Share Out Activity

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Virtual Recognition



Virtual Bingo

Story Time

Additional Ideas

Additional Ideas

Click here for the 10 Best Remote Team Building Games and Activities

Click here for 25 Virtual Team Building Activities for Remote Teams

Virtual Team Building Fun Events

Ideas on ways to have fun and celebrate each other - can be as short as a quick 15 minute fun event or longer depending on what your team decides.



- Virtual **happy hour**
- Virtual **lunch**
- Virtual **coffee**



- Re-occurring virtual **Monday morning connects** to talk about your weekends
- Virtual **impromptu check-ins** (Ex: Skype, Whats App, text, phone calls, FaceTime)
- Virtual **celebrations** (i.e. birthdays, anniversaries, other milestones)



- Engage in a virtual **competition** with a favorite online game or favorite game you can turn into a virtual game
- Virtual **family meet & greet** (invite the family to join in so your team can meet them)
- Take a virtual **fitness class** as a team (lots of fitness studios are now offering virtual classes)

Leading a Hybrid-Remote Team

Teams with some employees who are co-located at the office and some who work remotely from home

What interests you?

Click any topic on the learning path below to learn more.



READ

Five Years on a
Hybrid-Remote
Team



READ

6 Tips for
Managing a
Hybrid Team



READ

5 Questions
That (Newly)
Virtual Leaders
Should Ask
Themselves



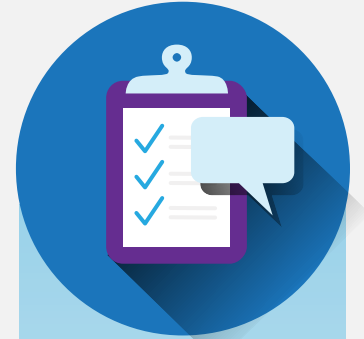
WATCH

Inconvenience
Everyone Equally



READ

How to Manage a
Hybrid Team of
Co-located and
Remote
Employees
(Open in Chrome)



REFLECTION
GUIDE

Reflection
as well as
Tips and Tricks for
Hybrid-Remote
Teams

Creating High-Performing (Virtual) Teams

What interests you?

Click any topic on the learning path below to learn more.



READ

14 Expert Tips
for Managing a
Disperse
Workforce



READ

Why Culture Is
Everything for
Remote Teams



READ

How to Build a
High-
Performing
Team Culture
in a Remote
Environment

Explicit Understanding of How to Work Virtually

What interests you?

Click any topic on the learning path below to learn more.



READ

Planning &
Facilitating
Virtual Meetings



READ

Work From
Home
Guidelines for
All Employees



READ

Work From
Home
Guidelines for
Leaders



READ

Meeting
Effectiveness
Template



WATCH

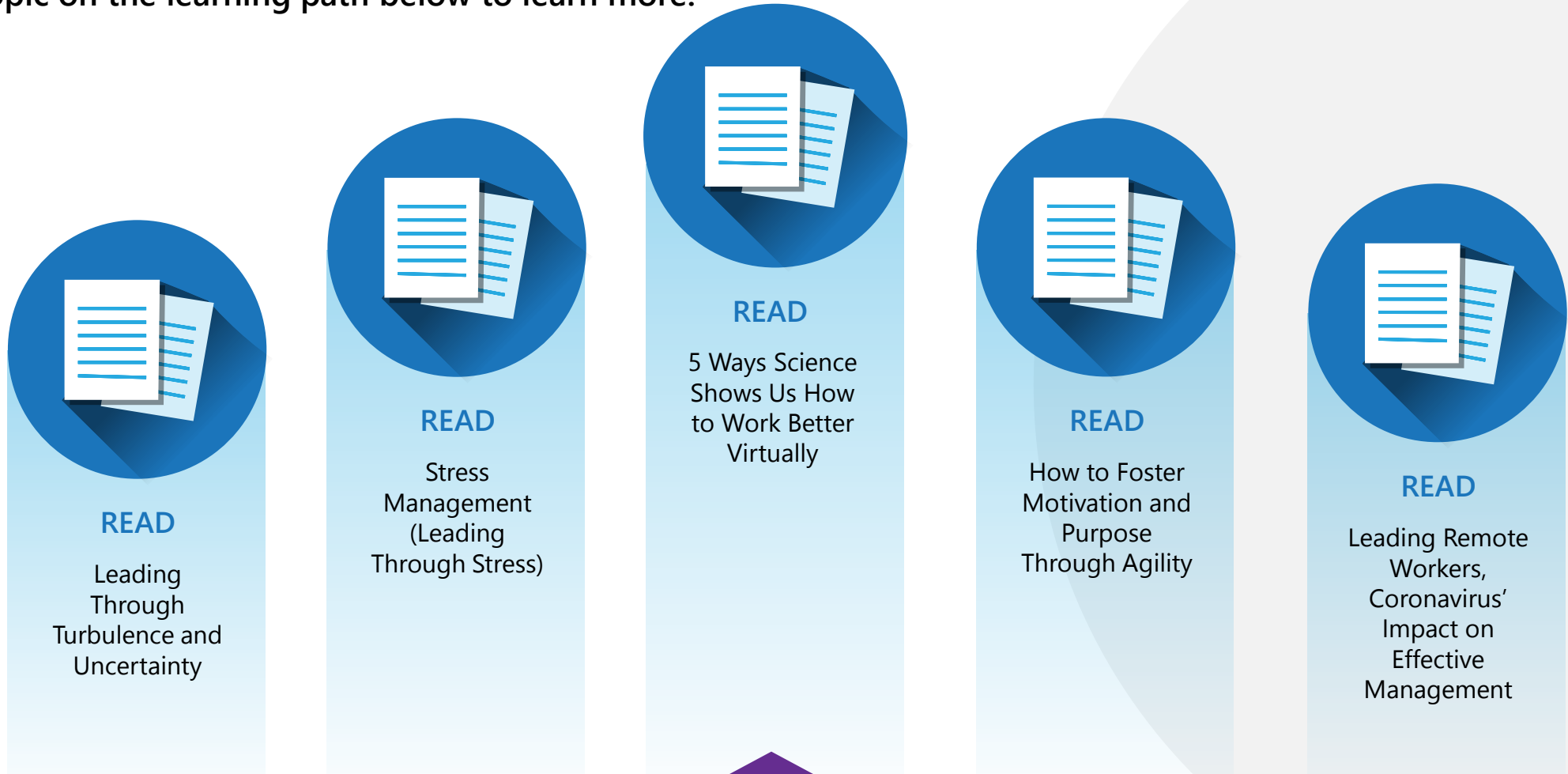
Digging
Deeper for
Shared
Understanding
(Virtually)

NOTE:
One-time sign
in required

Fostering Agility

What interests you?

Click any topic on the learning path below to learn more.



Fun Resources for Family

What interests you?

Click any topic on the learning path below to learn more.



READ

Giant List of
Ideas for Kids



WATCH

Movement
Videos for Kids



WATCH

Lunch Doodles
with Mo
Willems
(drawing for
kids)



EXPLORE

30 Virtual
Field Trips



WATCH

Actors Read
Children's
Stories



READ

Playworks Play
at Home
Playbook

Learning Resources for Families

What interests you?

Click any topic on the learning path below to learn more.



READ

Working From Home Together



READ

At Home Activities that Support Learning



EXPLORE

Free On-line Learning Resources



EXPLORE

Activities To Do with Kids (sign in required)



EXPLORE

Math Site for Kids (sign-in required)



EXPLORE

Online Courses (sign-in required)



EXPLORE

Online Projects organized by grade



READ

How to Answer 7 Big Questions Kids Have About the Coronavirus Pandemic



READ

CDC's Guidance for Talking with Children About Coronavirus

Ideas for Self-Care

What interests you?

Click any topic on the learning path below to learn more.



Well-Being Resources

What interests you?

Click any topic on the learning path below to learn more.



EXPLORE

Wellness Toolkit



EXPLORE

"Learn to Live"