

Remote Team Collaboration & Productivity

Producer: Pre-work	There are several breakout room activities scheduled for this session, on slides 9 and 16. Collaborate with the facilitator to decide if participants should be put into a specific group or placed at random. Each group must have 3 - 4 participants; the number of rooms varies based on the number of participants. Decide whether to keep the same groups after the first breakout room activity for the subsequent breakout room activities (this will simplify operations, but perhaps diminish group cohesion and collaboration).
	Prepare for the polls on slide 14 by familiarizing yourself with Zoom's advanced polling feature (particularly ranked choice), and inputting poll options during slide 13 before letting the polls go live on slide 14.

Facilitator Pre-Work:	- This guide was developed for the purposes of delivering this course via Zoom, but it can be used with other video conferencing software (make sure it has polling features as well, or be prepared to use an outside polling site). The training can also be used for classroom training with the following considerations: - Breakout room activities will need to be discussions in-class. - Questions will be asked directly to learners, rather than using Zoom response tools.
	This session contains breakout room activities, where participants will need to be divided into groups of 3-4. Collaborate with the producer about whether to form specific groups or if groups can be made at random.
	Open the PowerPoint file that accompanies this guide.
	Share the PowerPoint application and ensure Zoom <i>Attendees</i> and <i>Chat</i> panels are visible to you.
	Questions and key talking points are provided in this guide, but be prepared to facilitate discussion with your own comments and questions as they occur to you.

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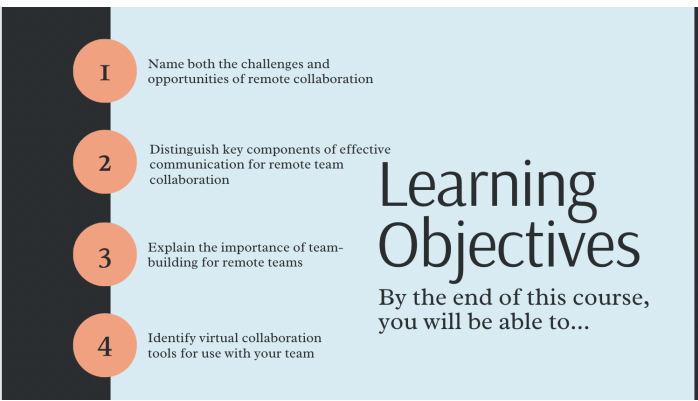
- Generate responses from learners at least once every five minutes to ensure engagement and understanding. Examples of these types of responses have been noted with the **ASK** guidepost.

Session #1		
Slides	Approximate Timing	Topic
1-3	5 min	Introduction (Agenda; Learning Objectives)
4-6	10 min	Challenges & Opportunities of Remote Collaboration
7-9	15-18 min	Effective Communication
10-11	10 min	Virtual Team-Building
12-14	10 min	Virtual Collaboration Tools
15-17	5 min	Summary & Reflection
Total:	55-60 min	

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Slide#) Duration	Slide	Facilitator Notes	Producer Notes
1) 2 mins	 Remote Team Collaboration & Productivity	DO Introduce yourself, the producer, and the course. Remind learners to mute mics when not speaking, and use the “raise hand” icon when they have a question. Inform learners whether the session will be recorded for their review later.	DO Monitor chat for questions
2) 2 mins	 Agenda 1. Objectives 2. Challenges & Opportunities 3. Effective Communication 4. Virtual Team-Building 5. Using Virtual Collaboration Tools 6. Session Summary & Reflection	DO Encourage learners to read the agenda to themselves.	DO Monitor chat for questions

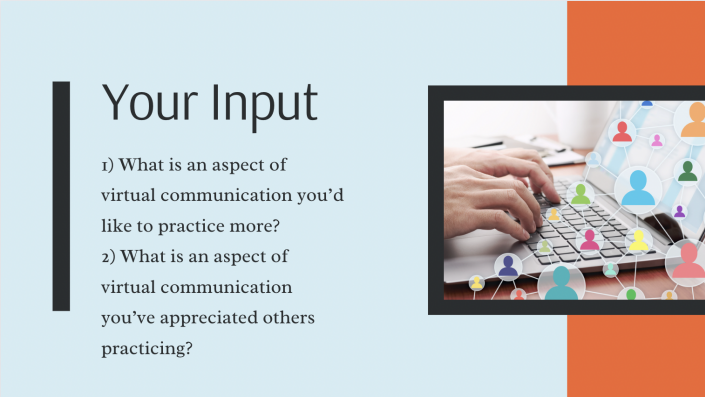
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3) 2 mins		SAY Explain objectives: 1) as a baseline check-in on our perspectives 2) to gain clarity on how to strengthen day-to-day communication 3) to strengthen the cohesion of the team 4) to strengthen effectiveness of collaboration	DO Monitor chat for questions
4) 3-4 mins		SAY Note that there are challenges and opportunities in remote collaboration. ASK Have learners think of their responses to the two questions on the slide, type them into the chat, but DO NOT hit enter until the count of 3. DO Allow response time. Count to 3, then learners hit enter in the chat.	DO Monitor the chat responses and note any common themes.

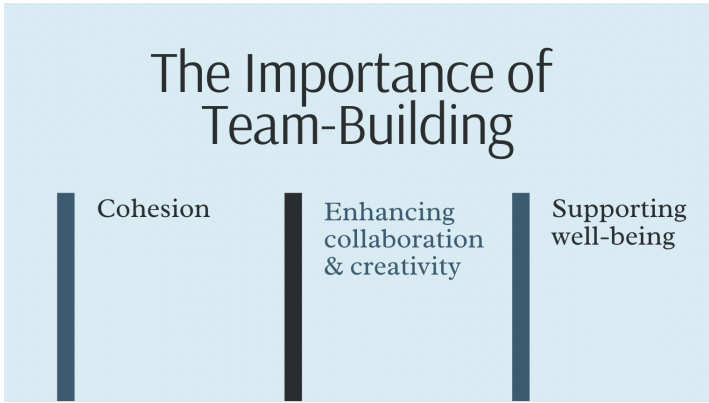
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5) 3 mins		DO Note any of the common challenges on the slide that were mentioned in the chat. ASK Invite learners to give emoji thumbs-up reactions as you list each challenge, if they have noted that challenge in their own experience.	DO Monitor chat for questions
6) 3 mins		DO Note any of the unique opportunities on the slide that were mentioned in the chat. ASK Invite learners to give emoji “celebration” reactions as you list each opportunity, if they have noted that challenge in their own experience.	DO Monitor chat for questions
7) 3 mins		SAY Note that effective communication is one way to meet the challenges of remote collaboration. ASK Question on the slide. Invite learners to put their response into the chat or turn on their mics to respond.	DO Monitor chat for questions

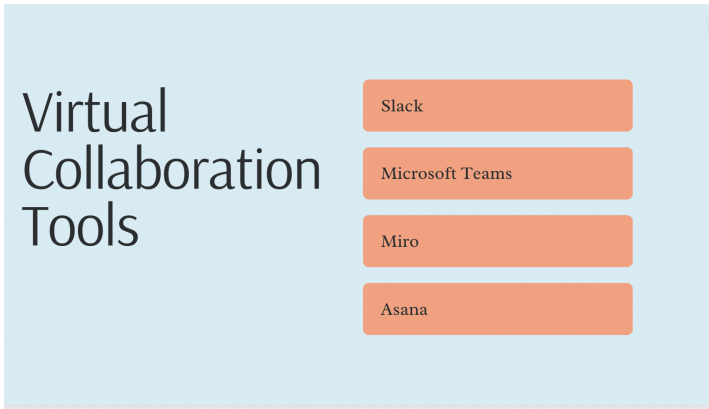
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8) 4 mins	 4 Keys to Effective Virtual Communication - Clarity - Regular check-ins - Collaborative online tools - Cultural sensitivity	DO Summarize the importance of each key to effective communication as you list them. Clarity: - plain language; concise communication Check-ins: - to ensure all are on the same page, keep communication open, build trust Collaborative tools - to glean insights from team members; fully access each other's talents Cultural sensitivity: - being aware of cultural differences in response time or response tone; having grace	DO Monitor chat for questions Begin setting up the breakout rooms for the next slide.
9) 10 mins	 Your Input 1) What is an aspect of virtual communication you'd like to practice more? 2) What is an aspect of virtual communication you've appreciated others practicing?	DO Note that discussion of communication preferences is an aspect of trust-building that will strengthen any team. Give directions for the breakout room, including: - Use Zoom's whiteboard tool to take notes (available through "whiteboards" icon on bottom right of screen) - Answer each question through discussion	DO Open breakout rooms. Monitor the chat for questions. Close breakout rooms at the 5 minute mark.

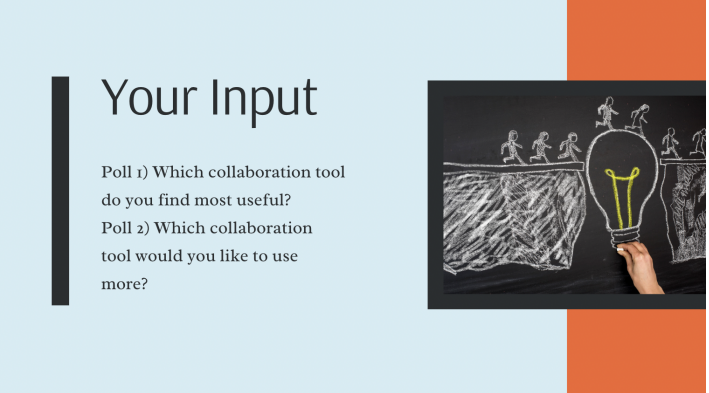
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		Be prepared to share with the group DO Set timer for 5 minutes. ASK Whether there were common themes; have each group share out.	
10) 3-4 mins		SAY Note team-building's power to build collaboration, referencing slide's 3 main points. ASK Invite learners to share their experiences with team-building, either on-mic or in chat.	DO Monitor the chat for questions and responses.
11) 5 mins		SAY Go over the ideas for team-building. Have learners type their favorite team-building into chat (of those listed, or coming up with their own!) but hit enter only on the count of 3. DO Monitor the chat; note any commonalities or interesting patterns in responses. ASK	—

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		“Does anyone care to share why they chose the team-building activity they chose?”	
12) 3 mins	 Virtual Collaboration Tools - Slack - Microsoft Teams - Miro - Asana	SAY Note the other aspect of collaboration: tools. List those mentioned, then: ASK “Are there any other virtual collaboration tools you would add to the list? If so, why?”	DO Monitor the chat for questions and responses.
13) 3-4 mins	 Tools for Which Purpose? Real-Time Communication Slack and Microsoft Teams are highly effective for this purpose. Workflow Management Asana provides intuitive, flexible options for this. Whiteboard Collaboration Miro is the far-and-away favorite for this purpose.	SAY “Different tools are better at different tasks.” Note capabilities of some tools for document sharing, some for live interaction through graphics or flow charts, etc. DO Go over the slide. If other tools were mentioned previously, ask where they would be categorized.	DO Monitor the chat for questions. Begin preparing for the polls for the next slide.

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14) 3-4 mins	 Your Input Poll 1) Which collaboration tool do you find most useful? Poll 2) Which collaboration tool would you like to use more?	SAY Go over the two polls (which is first, which second) DO Discuss results with learners. ASK Invite learners to share their experiences with their favored tools, and/or the ones they would like to use more.	DO Activate the polls. Use ranked choice polling in advanced polling options. Monitor the chat for any questions/issues.
15) 1-2 mins	 With its freedom and flexibility, remote teamwork provides a unique opportunity that can be fully realized with the use of: • effective communication • team-building • collaborative tools Remote Teamwork Makes the Dream Work	DO Go over the main points of the training: • challenges and opportunities • remote collaboration requires: ○ effective communication ○ team-building ○ collaborative tools	DO Monitor the chat for questions.
16) 2-3 mins	 Reflect in the chat on your biggest takeaway from this training.	SAY Note that the training is coming to a close, and invite learners to reflect in the chat. DO Monitor chat; comment on common themes or unique takes.	DO Monitor the chat for responses.

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17) 1 min



SAY

Thank learners for their time, and express your hopes that they found the training useful or inspiring.

DO

Monitor chat for questions.