



# Communication & Collaboration Checklist

It's safe to say that the office environment will never look the same again. Use this checklist to make sure that employee communication and collaboration continues regardless of their work location.

## 1. Schedule weekly team meetings

Whether in-office or remote, regularly scheduled meetings keep team members engaged with each other and allow for regular progress updates, open discussion, and shared ideas. Even grabbing a cup of coffee together virtually can be a fun employee engagement experience.

## 2. Invest in collaboration tools

Finding the right collaboration tools may be overwhelming because there are so many available. Focus on the environment you want to create and work with your IT services provider to find the right solution, understand the security features, and ensure compatibility with other platforms and devices.

## 3. Create a digital community

Your organization's collaboration hub should be the go-to communication tool for the company. It's where you grow your digital community—a place where employees share content, communicate, meet, collaborate, and stay engaged.

## 4. Set clear deadlines and expectations

When employees understand what is expected of them, they are more likely to achieve their goals. Also, having an open-door policy even in a virtual environment allows feedback to be shared freely, helps create more effective communication and flexibility for fast-changing conditions.

## 5. Set up communication guidelines

Not everyone is a great communicator, but you need to have good communication skills to build collaborative relationships in a distributed workplace. Creating communication guidelines for remote and face-to-face interaction will help establish expectations, and can educate and guide timid communicators.

## 6. Create an open environment to share knowledge, resources and talent

Encourage the sharing of information and talent across your collaboration hub to your organization further in a remote or hybrid environment. It's important for organizations to be open and flexible with knowledge, resources and talent to improve productivity and increase participation.

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