

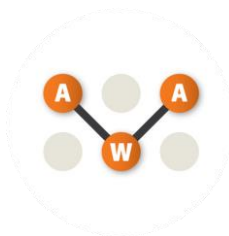
10 Things to when working AWAY



Based on 28 years of experience in working AWAY

Academic research undertaken in partnership with The Centre of Evidence Management

Experience in working with leading clients on their Working AWAY strategies



ADVANCED
WORKPLACE
ASSOCIATES

10 things to do differently

1 Spend time **socialising** with colleagues when you're apart – stay in touch with what's going on in their lives to build cohesion and closeness

2 Make your activities **visible** to colleagues – they can't see you physically, so make sure they know what you're doing and if you need support

3 Jointly agree how to run virtual meetings and always use video to see how people are and how they react – we need more **feedback** when we are apart

4 Take **responsibility** for maintaining relationships – find out what colleagues need & share what you need – don't leave it to chance

5 Overtly demonstrate you can be **trusted** by delivering on your promises – trustworthiness is more difficult to judge when you're apart

10 things to do differently cont'd

6 Go out of your way to make **information** available to people – it's harder to track information down when you're working apart

7 Critically review your own **communication** style – without visual cues and careful listening, we overlook what helps or hinders others being their best

8 Make sure people know about your **expertise** – virtual teams have fewer opportunities to demonstrate/learn about each other's knowledge and skills

9 Understand each other's **personalities** and **preferences** – work on accommodating differences and not letting distance divide you

10 Make sure you see enough of your colleagues **face-to-face** – plan for it and make it happen so you don't drift apart