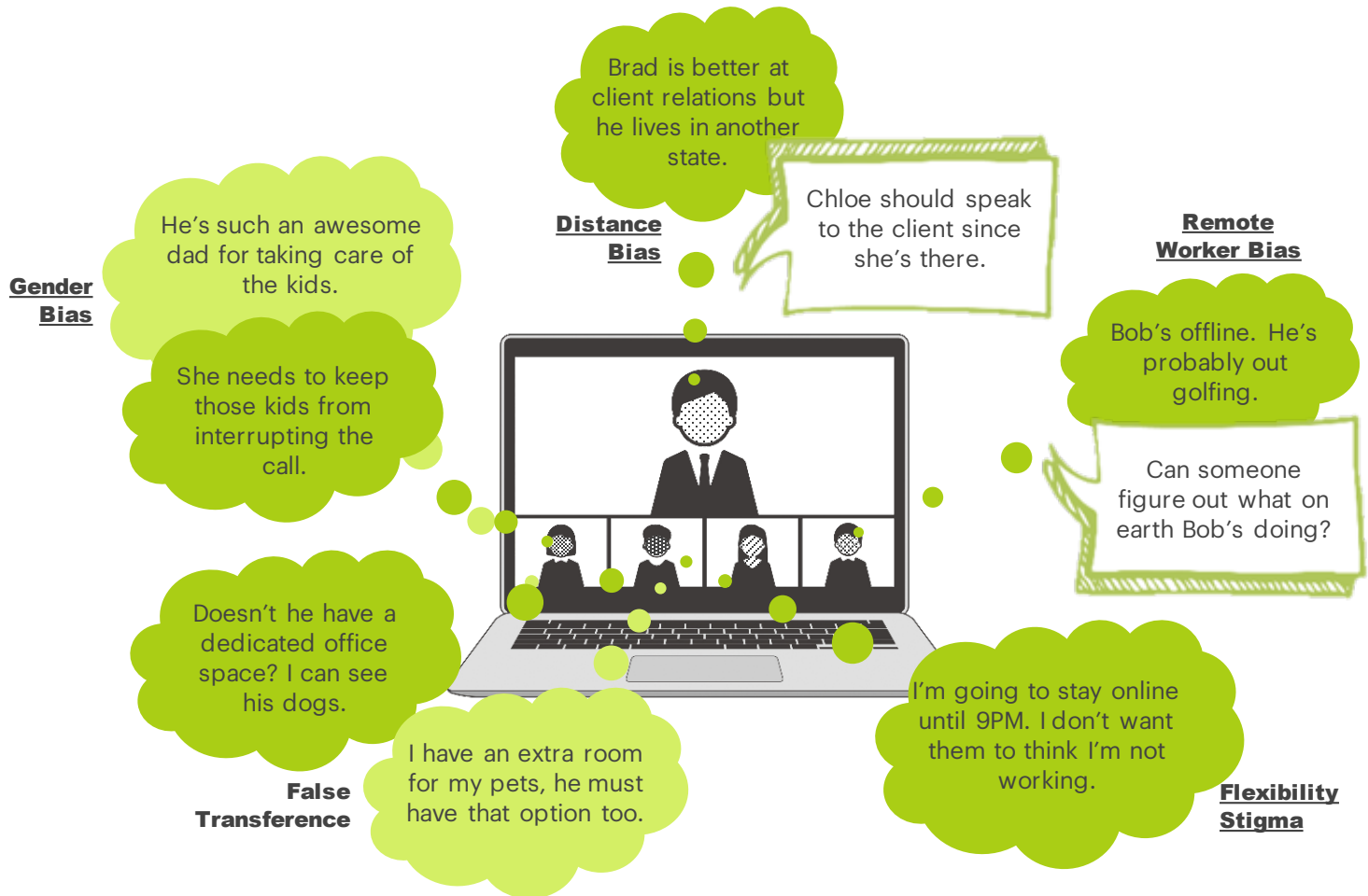


Our United Culture

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How to be an INCLUSIVE VIRTUAL TEAM

The COVID-19 crisis has many of us working from home. For some, it has always been that way, but for others it's a new transition. How we think of the situation will determine how we come out of it. The [Results Cone](#) teaches us that thinking drives behavior and behavior drives results. As we transition into this new way of working, it is important for us to check and challenge our [blind spots](#), so they don't get in the way of our performance as virtual teams.



How can you overcome these Blind Spots and foster inclusion as a virtual team member?

Build a Bridge

Making connections with our peers and colleagues—whether they are in-office or working virtually—will help us see our peers as human beings with their own needs and circumstances just like us.

Turn to page 2 to see how you can build a bridge in a virtual environment and be a high-performance team.

Let's Reflect

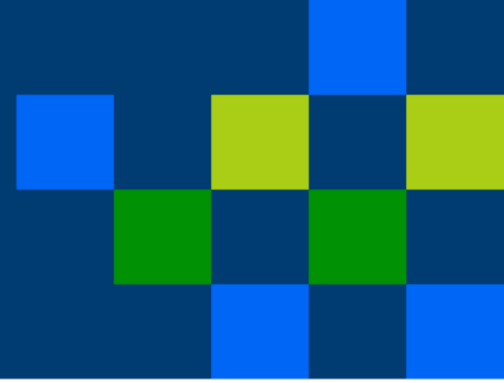
What other blind spots are there in virtual teams?

Additional Resources

- [Inclusive Meetings Guide](#)
- [The Best Virtual Team-Building Activities According to Real Remote Workers](#). *Atlassian*
- [15 Team-Building Activities to Level-Up Your Remote Team](#). *Time Doctor*

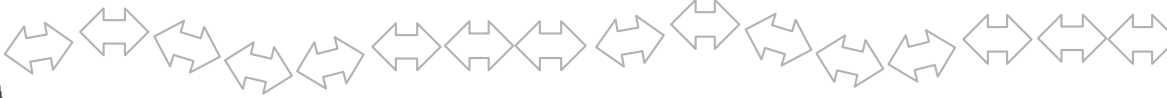
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BUILD A BRIDGE

Every time you make a connection with your team or peers using the best practices below, color in or mark an arrow until you reach the other end.



<p>I will lead with compassion.</p> <p>I will respond with kindness and consideration to my peers and colleagues because I don't know everything they are going through.</p>	<p>I will foster psychological safety.</p> <p>I will not make hasty judgments and will seek to understand the context behind each person's words and actions.</p>	<p>I will provide emotional support.</p> <p>I will acknowledge stress and anxiety and affirm confidence in each team member.</p>	<p>I will assume positive intent.</p> <p>I will choose to assume that my team members are acting with the best interest of the team and organization in mind.</p>
<p>I will adhere to virtual team communication norms.</p> <p>I will work with my team to create communication norms and be considerate of when and how people would like to communicate.</p>	<p>I will deliberately connect with each of my peers.</p> <p>I will carve out time to get to know teammates in virtual cooler or coffee(?) sessions and regular 1:1s with managers and peers.</p>	<p>I will foster camaraderie through virtual team activities.</p> <p>I will schedule and participate in online team-building activities such as:</p> <ul style="list-style-type: none"> ✓ virtual get-togethers for birthdays, celebrations ✓ virtual charities or fundraisers 	<p>I will be intentional about expressing gratitude to others.</p> <p>I will deliberately recognize someone for their efforts through email, a team meeting, or Bravo!</p>
<p>I will recognize the different behavioral styles.</p> <p>I will flex my style to be more effective with different individuals.</p>	<p>I will be intentional about communication channels I use.</p> <p>I will consider the purpose, intent, importance and urgency of my message when deciding what messaging platform to use.</p>	<p>I will use video as often as possible.</p> <p>I will turn on my video and leverage this as a way to connect and get visual cues and feedback. <i>Note: Consider company guidelines on bandwidth.</i></p>	<p>I will show that I care by promoting wellbeing.</p> <p>I will take regular breaks and be intentional about self-care. I will encourage others to do the same to promote a healthy culture.</p>
<p>I will seek out diverse perspectives, not only those similar to my own.</p> <p>I will work with people who challenge my thinking, not just those who validate my perspective. This can be difficult to do in a virtual environment.</p>	<p>I will continue to innovate during these challenging times.</p> <p>I will be open to hearing the ideas of others regardless of proximity and put effort into generating my own innovative ideas to share.</p>	<p>I will utilize multiple communication options.</p> <p>I will encourage responses through email or instant messaging after meetings to be inclusive of introverts and to combat groupthink.</p>	<p>I will be aware of time zone differences.</p> <p>I will keep my peers' locations and time zones top of mind when scheduling calls, meetings and events.</p>