

# 4 key elements for virtual collaboration

*Learn to Work Differently*



# 4 key elements for virtual collaboration

Virtual collaboration is an important part of how teams work in modern business. Make the most of your virtual work sessions with these 4 best practices.



## CREATE STRUCTURE

Instill discipline to put best practices you already know in place. This is the foundation for effective virtual collaboration.

- Set clear objectives for the meeting and share them ahead of time
- Facilitate preparation by requesting that your collaborators create tangible content before the session. Use this as stimulus for your session.
- Dedicate the majority of your agenda to collaborative activities
- End the meeting with a discussion of shared ownership and next steps

## LEVERAGE FUNDAMENTAL COLLABORATION PRINCIPLES

Virtual sessions can't rely on verbal communication alone. Core collaboration behaviors; sharing sketches, adjusting material real-time, taking public notes all need to be practiced virtually.

- Display your work visually
- Be tangible—capture ideas and key points with notes and shared documents
- Match the activity to the group size
  - Large groups (4+ people) are great for ideation and exploration*
  - Small groups (2-4 people) are good at refining or developing specific pieces of work*

## EQUIP YOURSELF WITH GREAT TOOLS

Nothing kills the mood and momentum of a good work session more than technology issues. The little things go a long way, so make sure that you have these basics taken care of:

- Dynamic tools  Miro (*online team whiteboard*)
- A dependable, high-resolution communication platform.  
*(We like Zoom, it's worked better than anything else)*
- A USB camera that you can move around to change perspective

## SUPPLEMENT ONLINE WITH IN-PERSON SESSIONS

Online collaboration is most effective when supplemented by in-person work and feedback sessions.

- Develop a local cohort of collaborators that may be on another team
- Have in person sessions at key points like prototyping or research analysis/synthesis