

Fostering inclusion online



Provide Tools

Ensure your team have the tools they need and that they know how to use them to effectively work and connect online.

Here are some suggestions:



Brainstorming / idea generation:

- Yammer
- Stormboard
- Cardsmith



Collaboration, tasks & projects:

- Microsoft Teams
- Slack
- Basecamp



Decision making:

- Loomio
- Doodle
- Mentimetre



Social & collaboration:

- Whatsapp
- Zoom



Set a Drumbeat

Set your team drumbeat having a plan and being organised around connecting and working as a team is critical. It won't just happen on it's own and it requires some structure to make it work.

Set clear expectations and regular times for:

- Team meetings
- Team building and social connection
- Team working
- One on ones
- Coffee catch up's



Make sure **key decisions and discussions happen online**

no side conversations where people can be left out



Invite Participation

- **Send out information in advance** so that people can prepare and have time to think
- **Introduce everyone** in the meeting so that we all know each other and our roles
- **Have a clear agenda and purpose.** Let people know what the meeting is for and how to contribute. i.e. give ideas, make suggestions, give feedback, decide, present information etc.
- **Assign roles** during meetings so that people know what their role is. E.g scribe, photographer, timekeeper, cheerleader, etc.
- **Encourage open discussion** by asking questions and allowing time, asking people to unmute allows a natural conversation to flow, use chat function for questions



Ensure Access

- **Technology access is critical.** Do all of your people have access to the tools you are using on line?
- **Check availability** just because people are working for home doesn't mean that will be available during the meeting time. Try to get a time that suits most people.
- **Record key meetings** for those that were not able to be there.
- **Provide closed captioning** if available



Be Human

- **Use video to get face to face connection** encourage your people to switch video on.
- **Allow for interruptions** this could be children, pets, deliveries, partners etc. Everyone's circumstances are different, put aside judgement and offer compassion.
- **Create some fun.** Have different segments (i.e. best achievement, funniest moment), use music or videos.
- **Talk about the good and the bad.** There are great things about working from home but there are also challenging things as well. Allow time for people to discuss both.