

Remote Culture, Communication, & Collaboration



Presented by
@CaelanHuntress



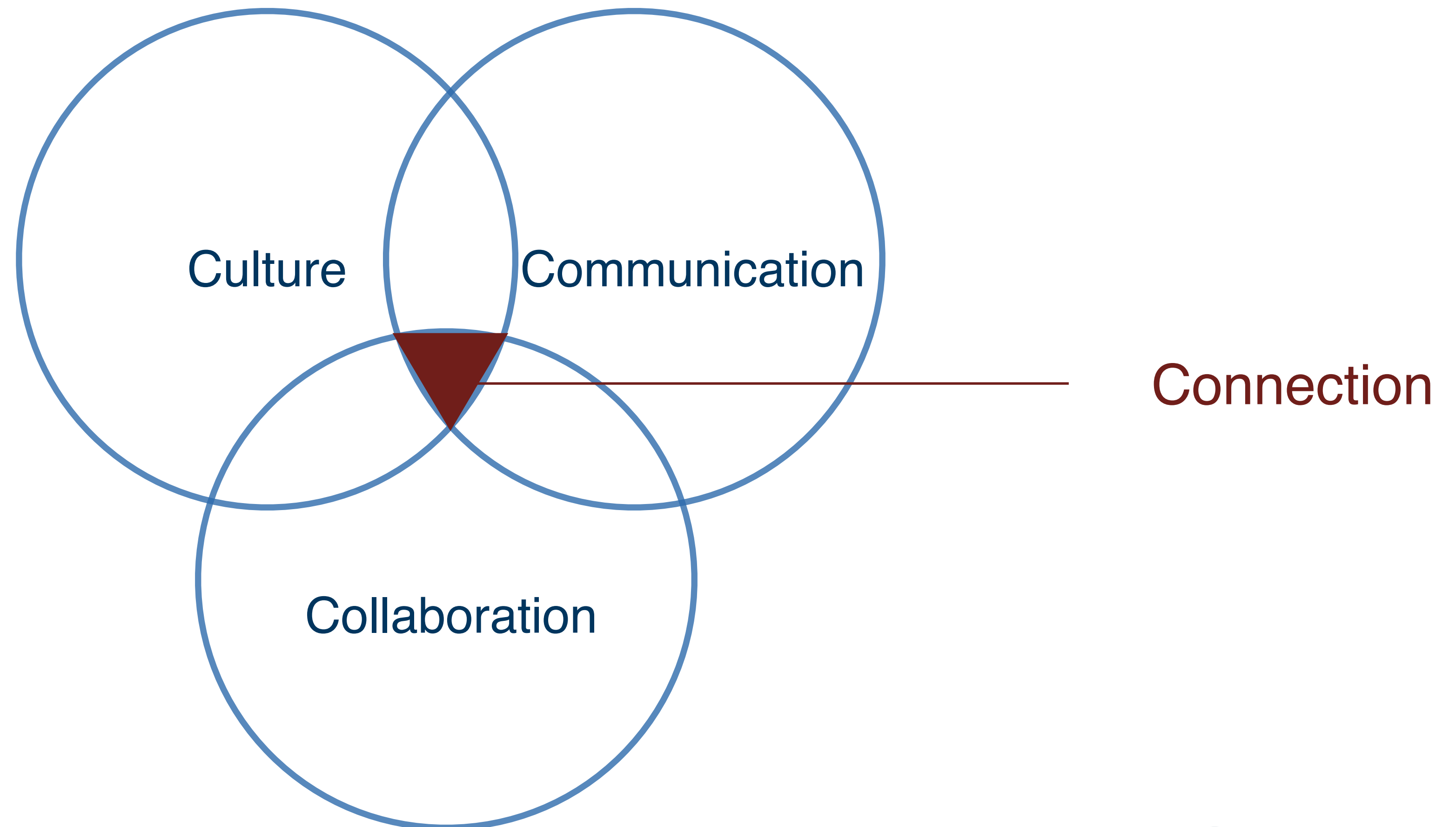
STELLAR
P L A T F O R M S

caelanhuntress.com/masterclass/remote

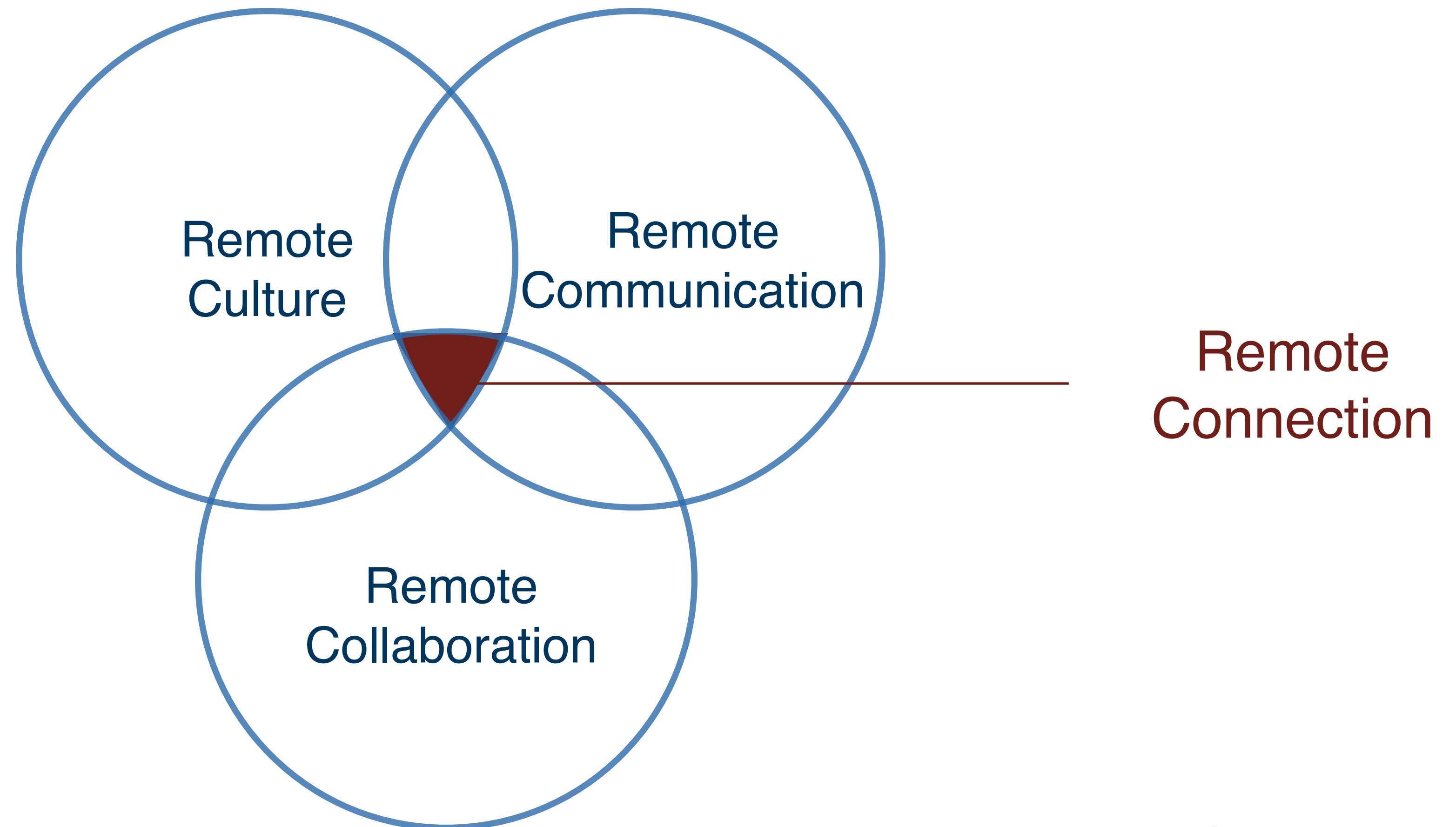
MASTERCLASS AGENDA

- ◆ Remote Culture
- ◆ Remote Communication
- ◆ Remote Collaboration

Remote Connection



Remote Connection



Remote Loneliness



“In teamwork, silence
isn't golden, it's deadly.”



— Mark Sanborn, Author

Remote Culture, Communication, & Collaboration

- ◆ Cultivating Culture Across Continents
- ◆ Best Practices for Virtual Meetings and Regular Reports
- ◆ Communicating Clear Boundaries With Your Team & Your Family
- ◆ Virtual Collaboration Whiteboard Demonstration

Zoom Host Checklist



Caelan Huntress

Worldwide Communities



Spontaneous 1-on-1s



Spontaneous 1-on-1s



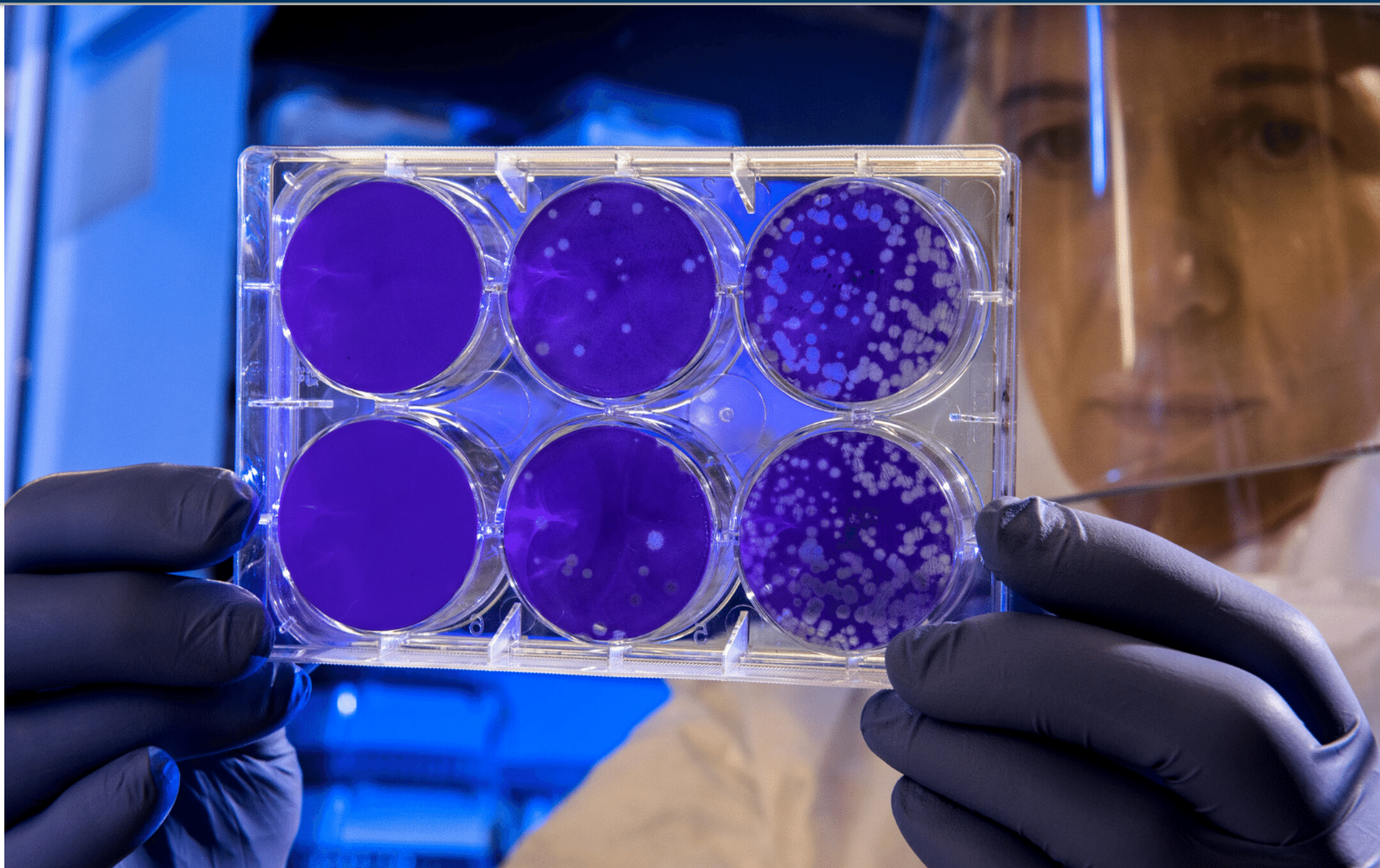
Spontaneous 1-on-1s



Who Is In Your Culture?



Remote Culture



“On each call, if you have five minutes to ask, 'Hey, how are you doing?' you can build a relationship with someone. This can be a game-changer in knowing your team better and creating a good culture for your company.”



– Gonçalo Hall

Team Culture

Proactive

Reactive

Team Culture

Proactive

I Choose to

Reactive

I Have To

Team Culture

Adaptive

Proactive

Reactive

Passive

I Choose to

I Have To

Team Culture

Adaptive

I'm Learning To

Proactive

I Choose To

Reactive

I Have To

Passive

I Can't

Team Culture

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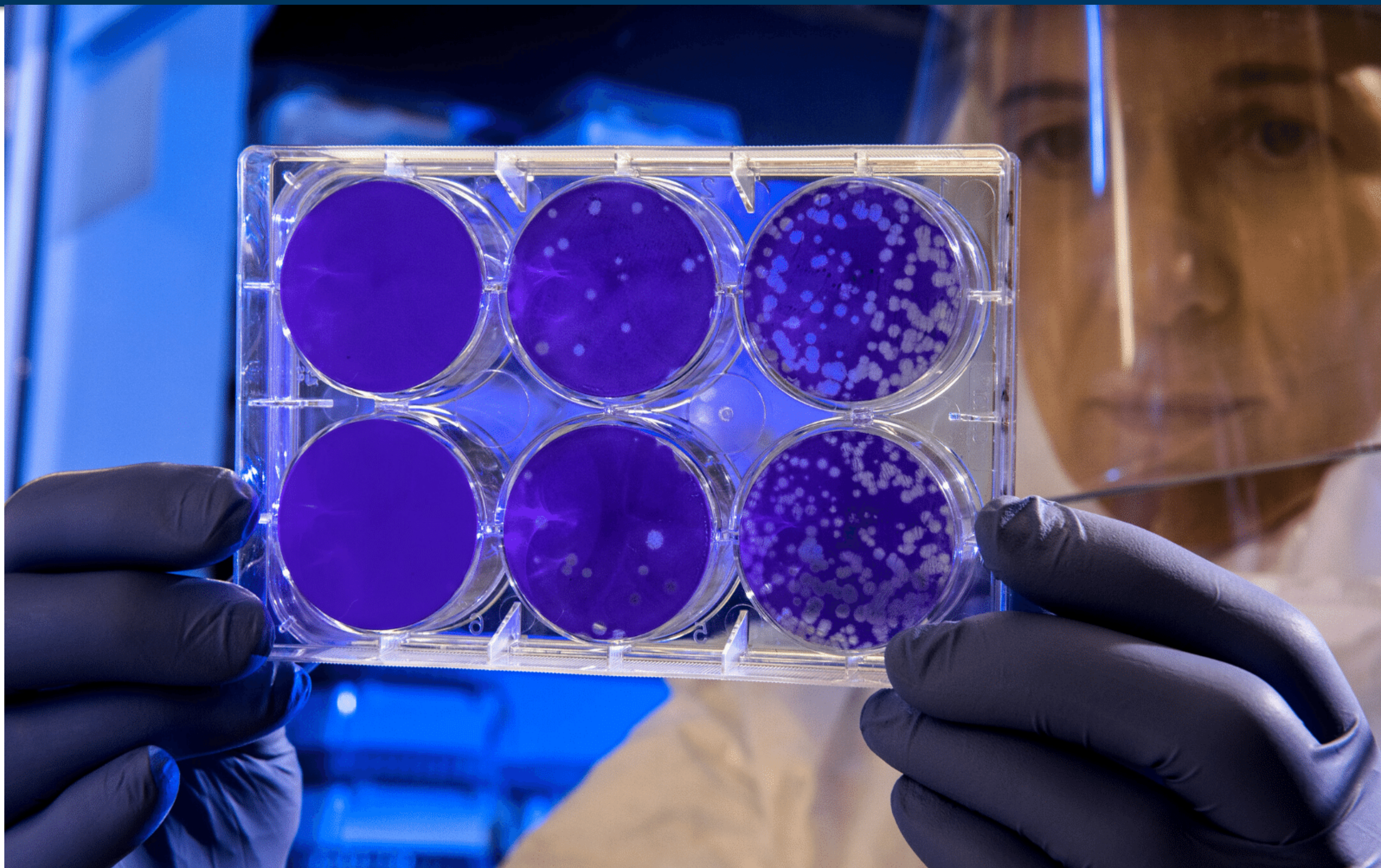
Passive

I Can't

Destructive

I Won't

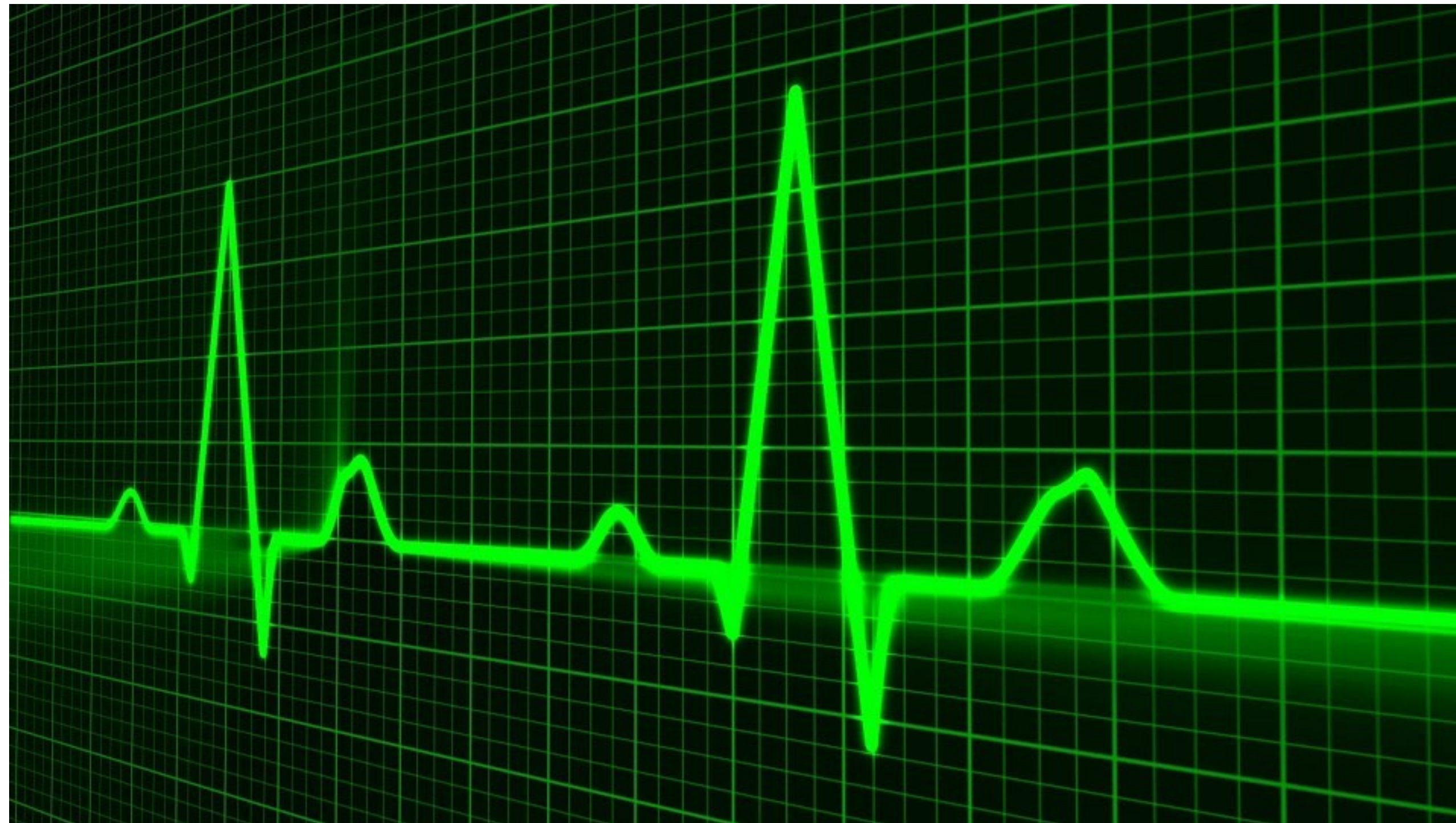
Remote Culture



Remote Communication



Pulse of Expectations



Regular Reports

	Daily	Weekly	Monthly
Plan	Production	Priorities	Projects
Review	Particulars	Problems	Progress

Boss looking over your shoulder



“One of the secret benefits of using remote workers is that the work itself becomes the yardstick to judge someone's performance.”



— Jason Fried, Basecamp

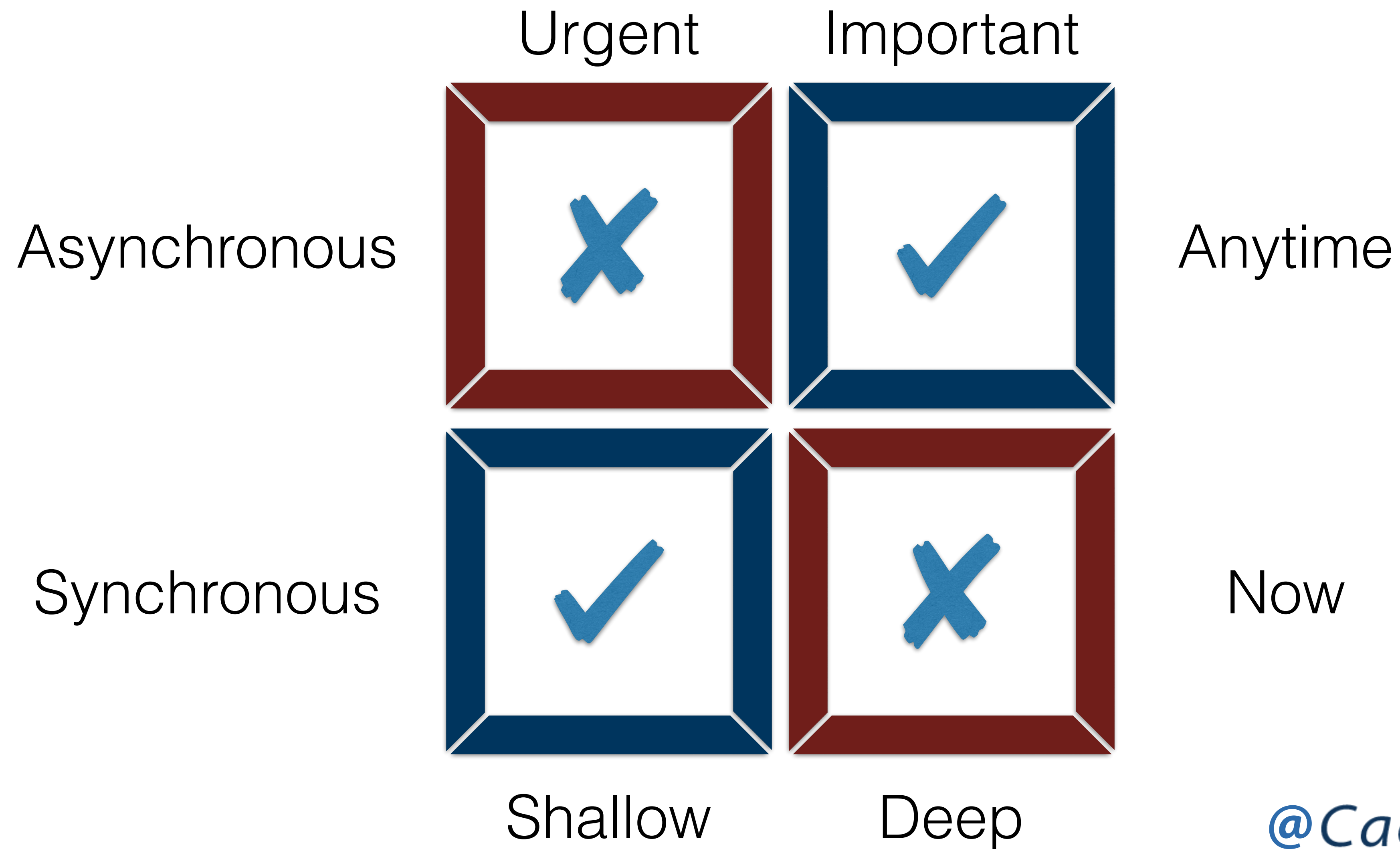
Synchronous vs Asynchronous



Brunch, Mr. Wayne?



Synchronous vs Asynchronous



Deep Work vs Shallow Work

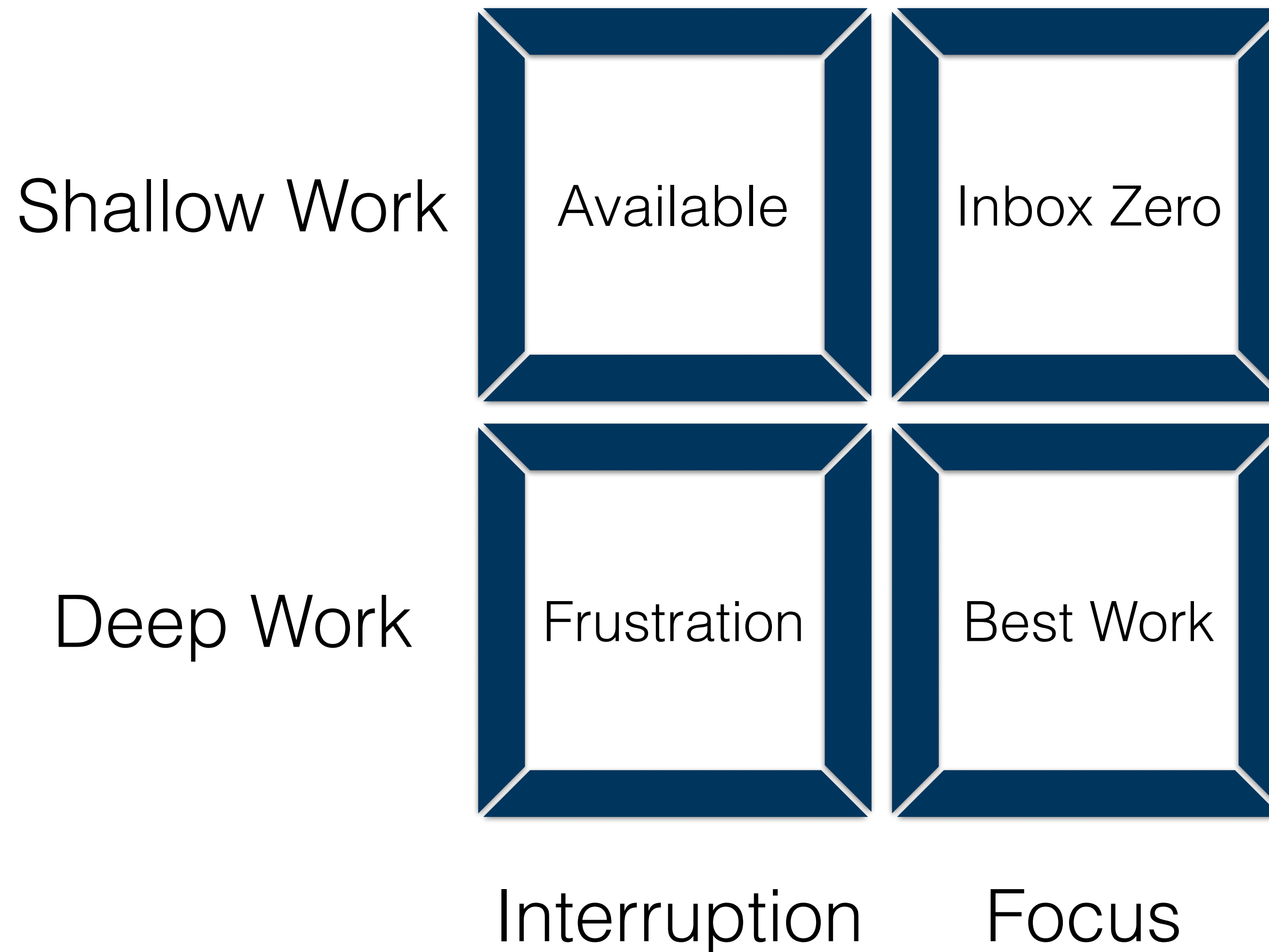
Deep Work: Professional activities performed in a state of distraction-free concentration that push your cognitive abilities to the limit.

Shallow Work: Noncognitively demanding, logistical-style tasks, often performed while distracted.

Deep Work vs Shallow Work



Deep Work vs Shallow Work



Deep Work vs Shallow Work



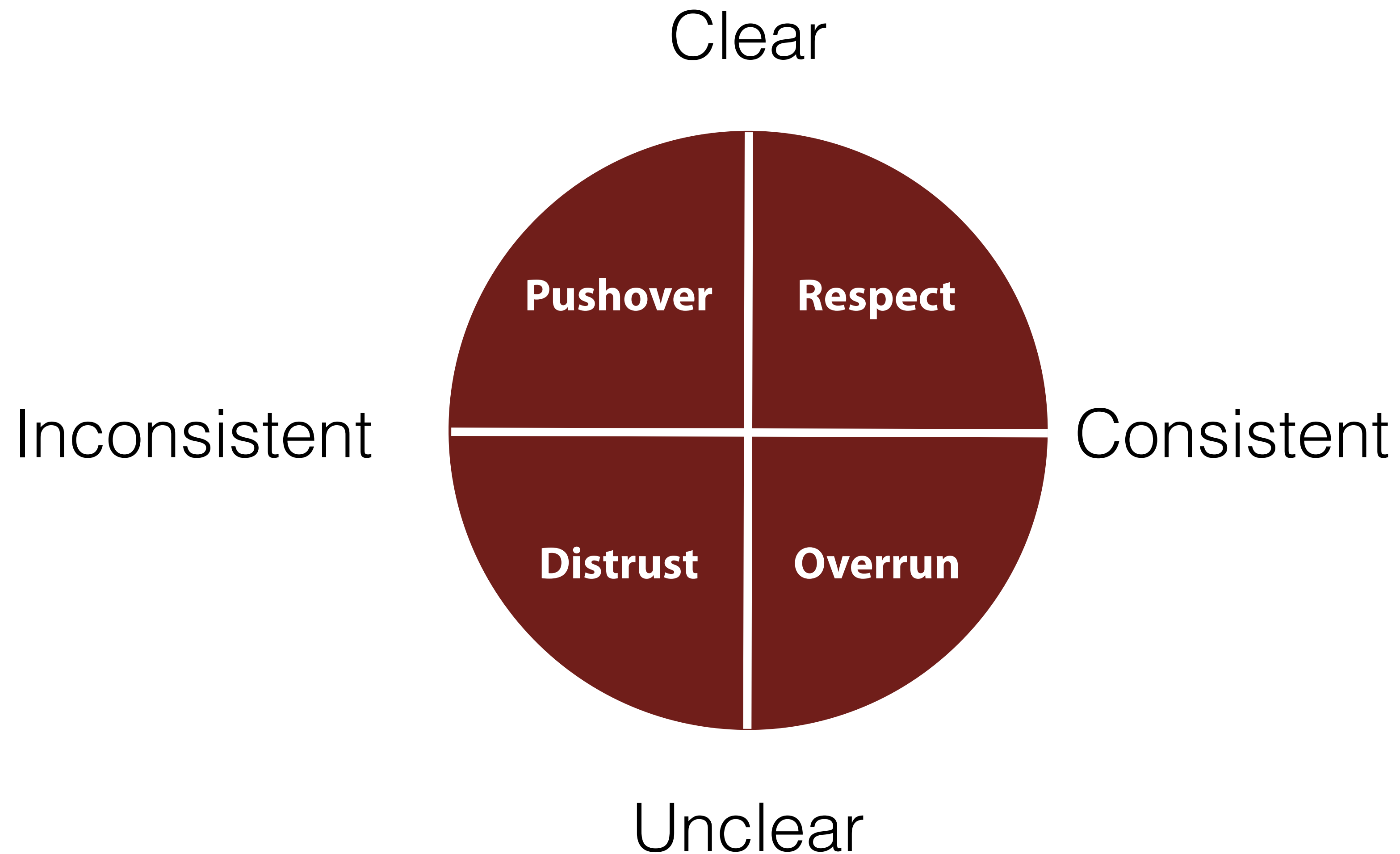
Deep Work vs Shallow Work

	Shallow	Deep
Activities	Responding	Deciding
Expectations	Interruptions	Focus
Goals	Others	Yours

Clear Boundaries



Clear Boundaries



Clear Boundaries



“Devote blocks of time to video calls. One of the things that emerges from the research is that switching costs are high.

If you switch from a meeting to email to another email on a different subject to a calendar to a video meeting to another email – every time you switch modes, you waste time.”



– Rory Sutherland, Ogilvy

Punctuality Creates Trust



Don't be the bottleneck



Panopto Survey

We spend an average of 5 hours
per week waiting for information

Virtual Meeting Best Practices

- ◆ Set an agenda with every invitation
- ◆ Prep with questions beforehand
- ◆ Send notes and a recording after

Agendas

	Past	Present	Future
Strategy	Reflect	Response	Goals
Tactics	Review	Report	Plans

Cornell University

Less than 37% of meetings have agendas

Cornell University

Less than 37% of meetings have agendas

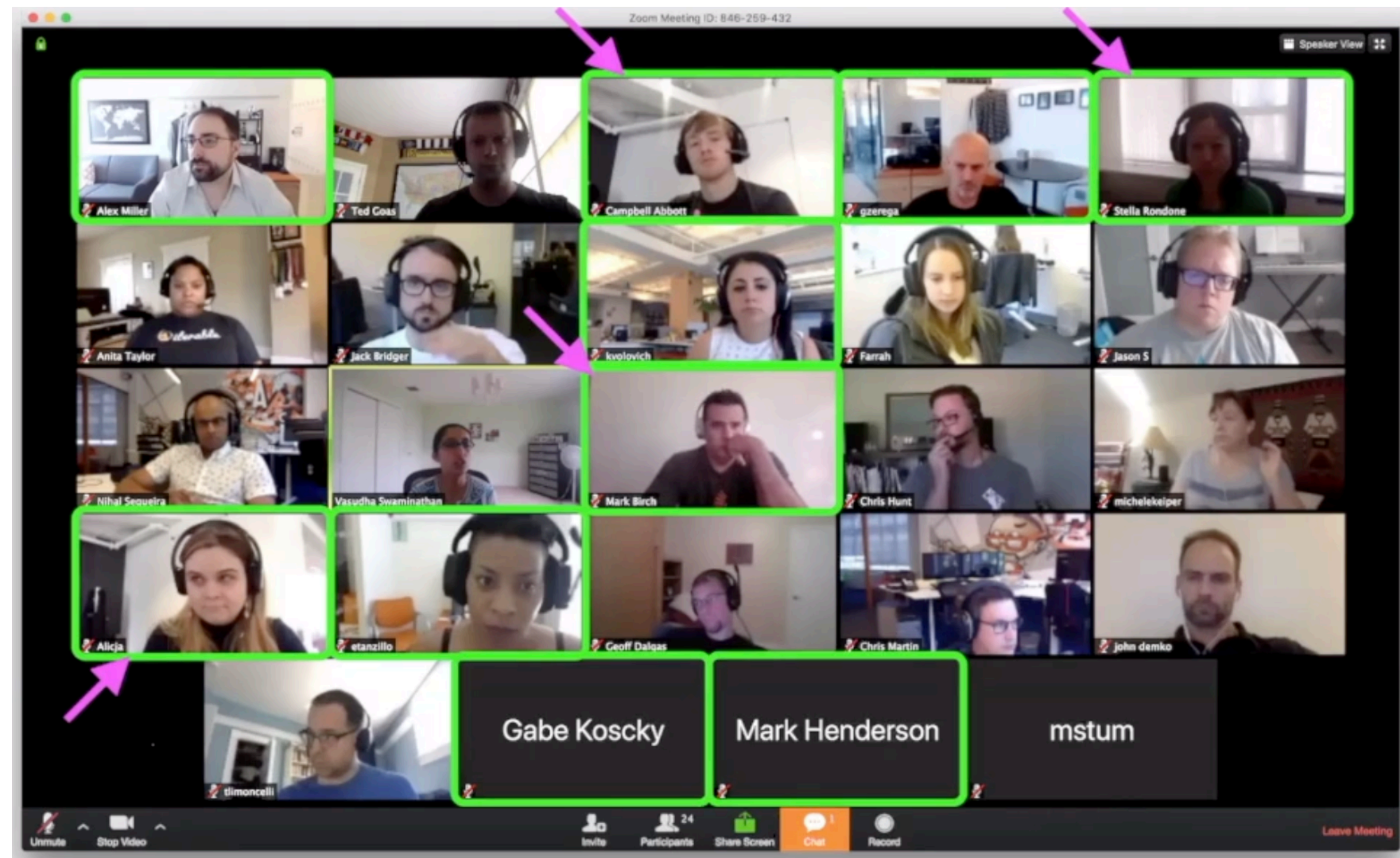
Meeting average expense in salary:

\$338

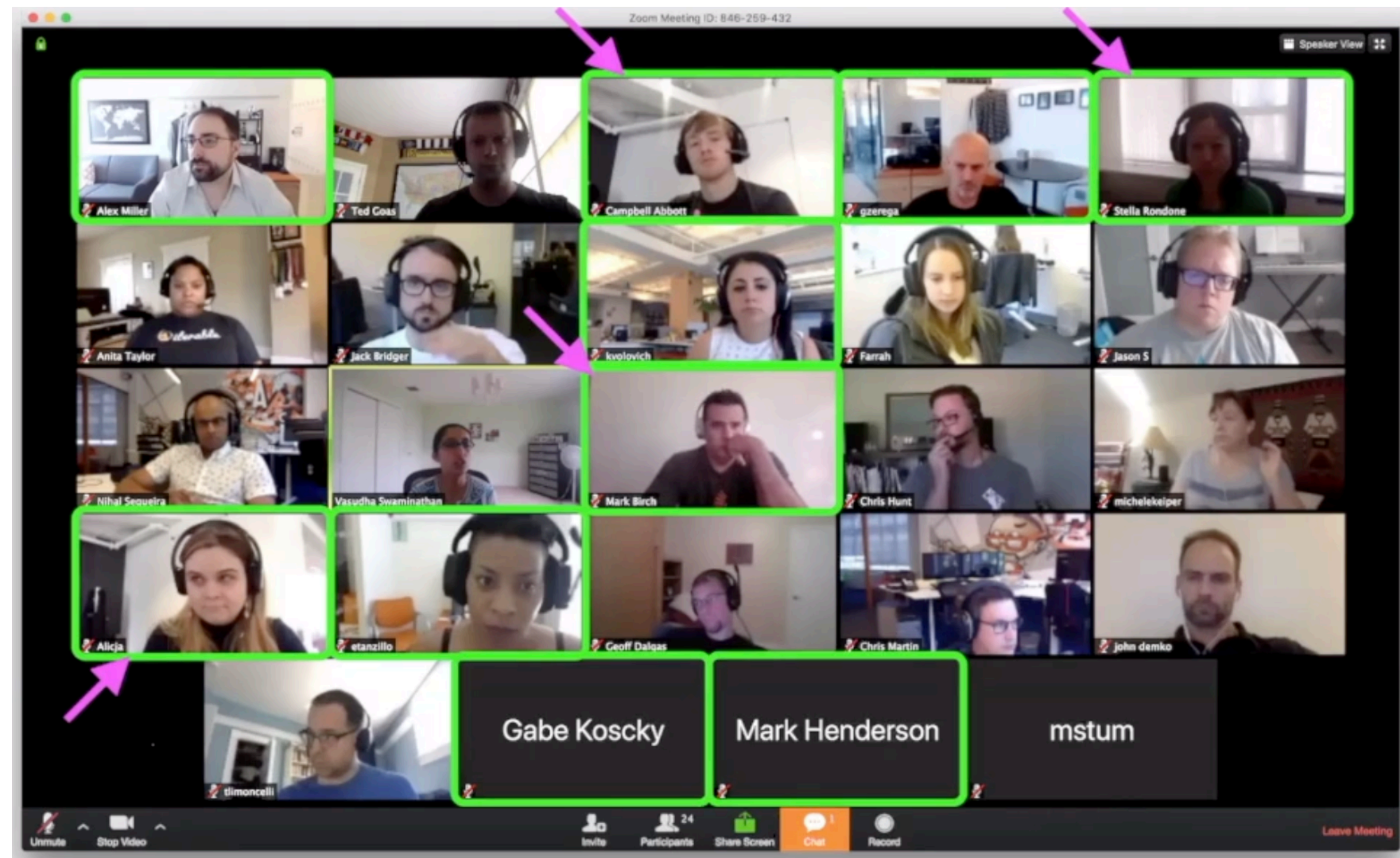
Stand-Up Meetings



Stand-Up Meetings



Stand-Up Meetings



1 person, 1 camera

Virtual Meetings



Unless I Hear Different.com



WORK **GOOD** AND **FAST** WITH CLIENTS & TEAMS

Learn how it works in less
than 3 minutes.

A simple tip to improve
communication and work
better together!

- * Avoid the humdrum of team downtime between tasks.
- * Foster a bias for action amongst your team.
- * Experience the fresh air of a swift-moving project.

Reply All / @all



COLLABORATION



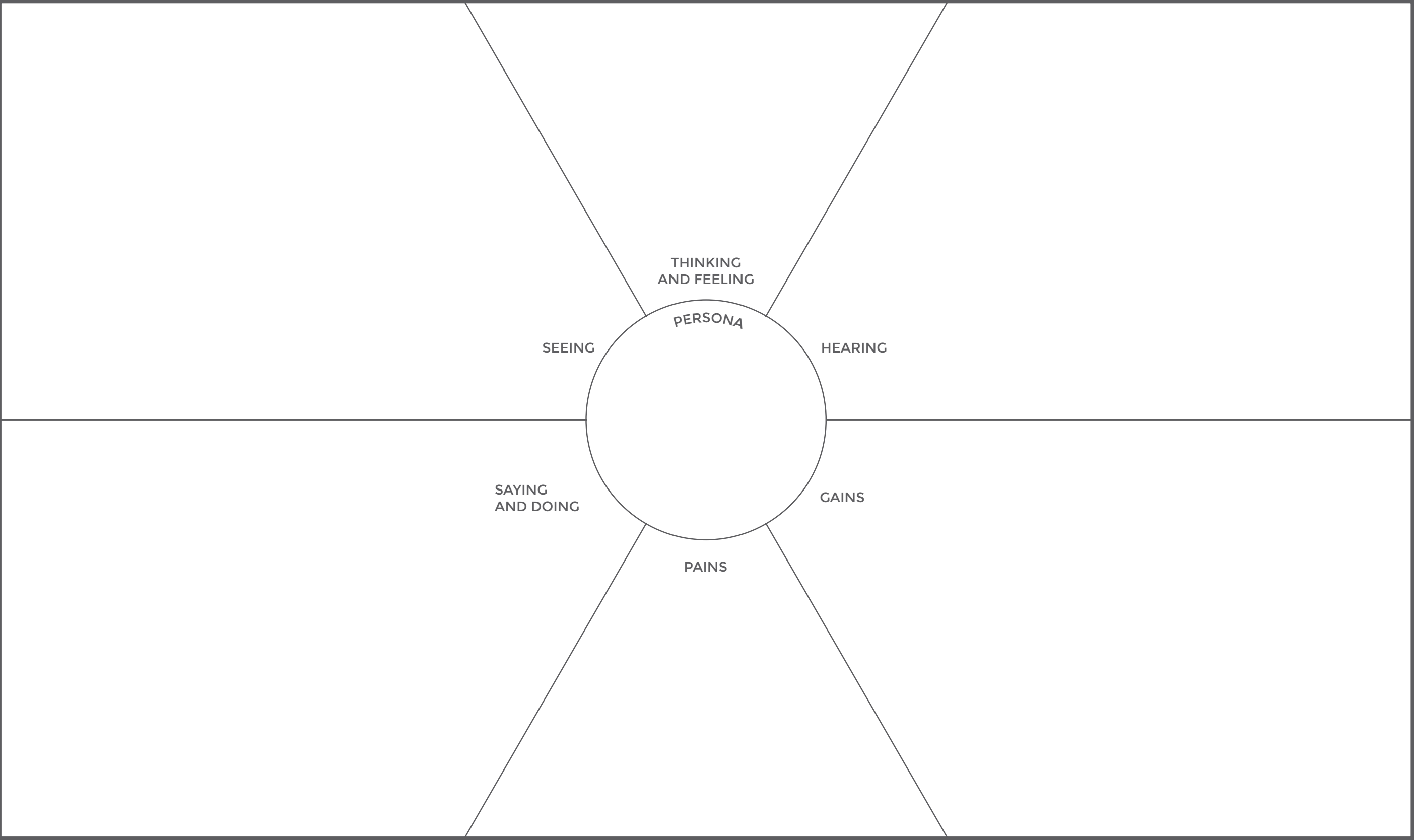
COLLABORATION



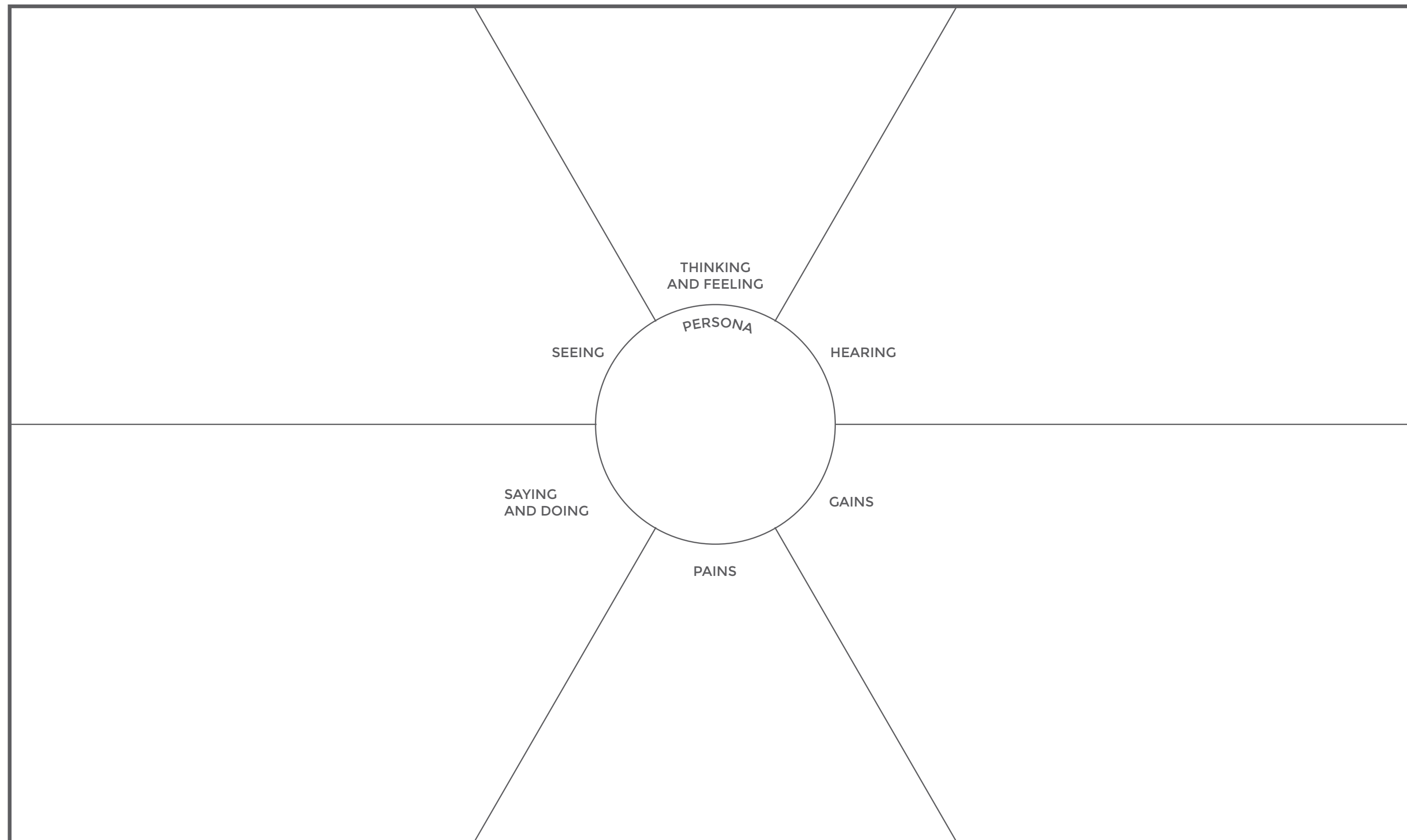
COLLABORATION



EMPATHY MAP TEMPLATE



COLLABORATION



To Open the Annotation Toolbar:

- Select 'Whiteboard' from your Zoom toolbar, or
- Go to the View Options dropdown, next to 'You are viewing Caelan Huntress's Screen,' or
- Click on 'More' in the Zoom Toolbar

Use the Text tool to add ideas

COLLABORATION

The Team Canvas Basic

Version 1.0 | English | theteamcanvas.com

Most important things to talk about in the team to make sure your work as a group is productive, happy and stress-free

TEAM NAME _____ DATE _____

PEOPLE & ROLES <small>What are our names and the roles we have in the team?</small>	VALUES <small>What do we stand for? What are guiding principles? What are our common values that we want to be at the core of our team?</small>
GOALS <small>What we want to achieve as a group? What are our key goals that are feasible, measurable and time-bounded?</small>	RULES & ACTION POINTS <small>What are the rules we want to introduce after doing this session? How do we communicate and keep everyone up to date? How do we make decisions? How do we execute and evaluate what we do?</small>

PURPOSE
Why are we doing what we are doing in the first place?

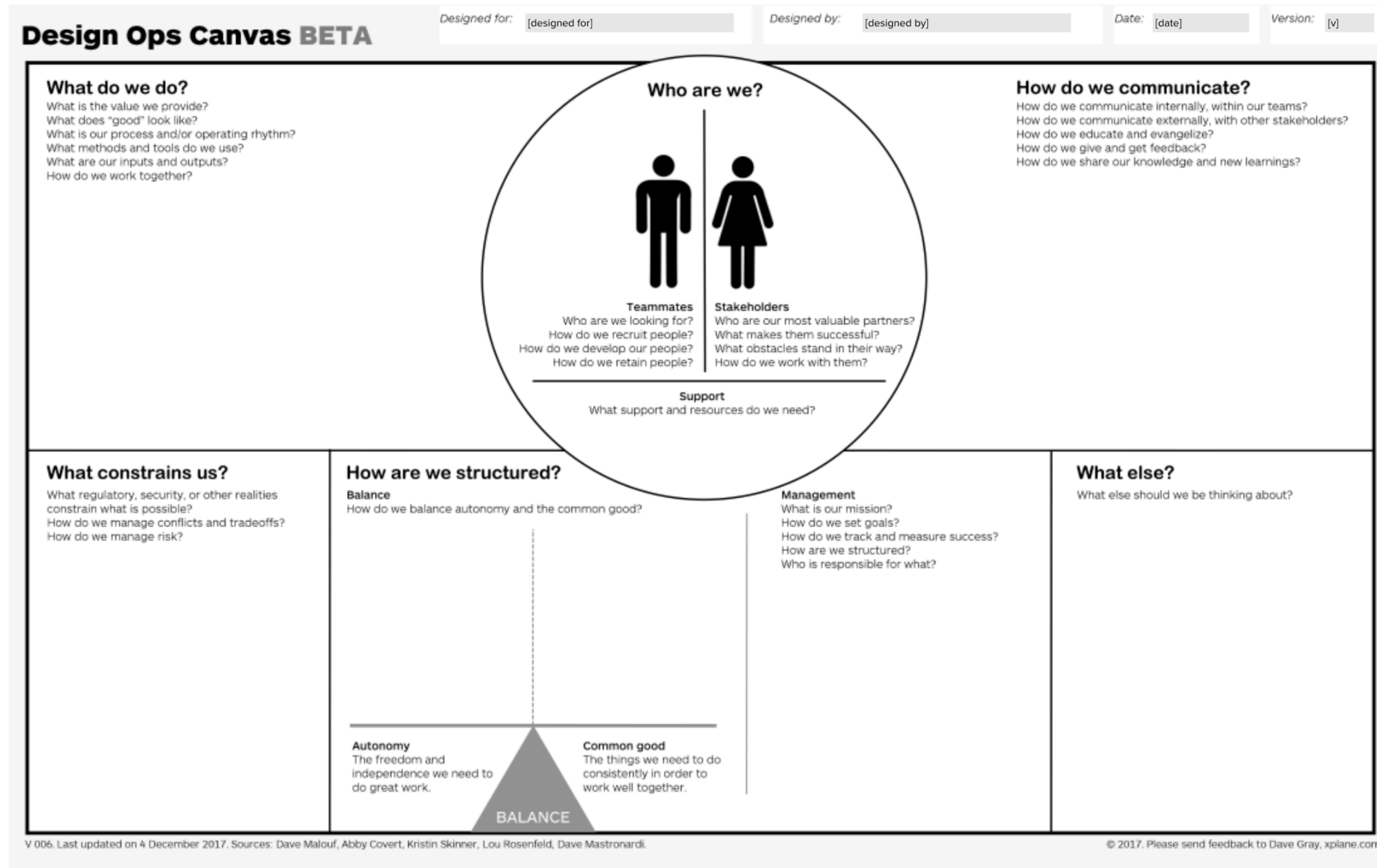


https://jamboard.google.com/d/1P_OONeDf8BU1ULdUw92sTFRpBVXeOZ6n0_3GYfl91uA/edit?usp=sharing

The Team Canvas by TheTeamCanvas.com
Alexey Ivanov.

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COLLABORATION



<https://app.mural.co/t/stellarplatforms7008/m/stellarplatforms7008/1592261149533/c965d2e25b20b7babf042895f078dc1551478b8e>

MASTERCLASS AGENDA

- ◆ Remote Culture
- ◆ Remote Communication
- ◆ Remote Collaboration

Be a Better Zoom Host



Be a Better Zoom Host

- ◆ Your energy leads the group energy
- ◆ Exercises keep participants engaged
- ◆ Whiteboards and virtual collaboration
- ◆ Screen sharing and annotation techniques
- ◆ Breakout rooms for closer conversation

Zoom Host Intensive



ZoomHostIntensive.com

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Zoom Host Checklist



Caelan Huntress

Zoom Host Intensive



Four 90-Minute
Training Sessions

Zoom Host Intensive



Four 90-Minute
Training Sessions

\$600

1 CEU

Zoom Host Intensive



1 CEU

Four 90-Minute
Training Sessions

~~\$600~~

\$450

Coupon Code
'masterclass'

Digital Badge



1 CEU

Exercises

- ♦ Icebreaker Exercises
- ♦ Whiteboard Exercises
- ♦ Breakout Room Exercises
- ♦ Engagement Exercises

Questions

- ◆ Conversational Questions
- ◆ Open-Ended Questions
- ◆ Collaborative Questions
- ◆ Introspective Questions

Tech

- ◆ Calendar Tech
- ◆ Audio/Visual Tech
- ◆ Screenshare Tech
- ◆ Recording / Streaming Tech



Angela Gruar

Manager, Learning and
Development at Te Pou

April 28, 2020, Angela was a
client of Caelan's

Caelan worked closely with us to move our workshops from face to face delivery to virtual webinars in response to Covid-19. Our workshops are related to mental health and addiction, so it was important to still have high engagement with at times sensitive material, while providing a safe space. Caelan was able to work with our team providing advice on how best to use technology, in particular Zoom to achieve our learning outcomes of the workshops. He spent time with our internal staff, and external facilitators training them to best use zoom, and how to work best via webinar. Caelan worked quickly, with humour, provided a huge amount of support to the team, and was very professional. We are very pleased with how the webinars are now running.



Patrice Dennis

Programme Manager at
Blueprint for Learning

April 28, 2020, Patrice was a
client of Caelan's

Caelan worked with my team recently and supported us to move from face to face workshops to webinar series. This was at a really challenging time during Covid-19 climate, and under an enormous time pressure. Caelan was great to work with - he quickly grasped what we needed to do, understood our product, audience, and facilitators, and worked closely with the team. Caelan kept us all on the same page despite many moving parts - communicated quickly and clearly and ensured everyone had the information they needed. The end product was high quality webinars, and a confident team using brand new tech in a forum none of us had experienced before. Highly recommend.

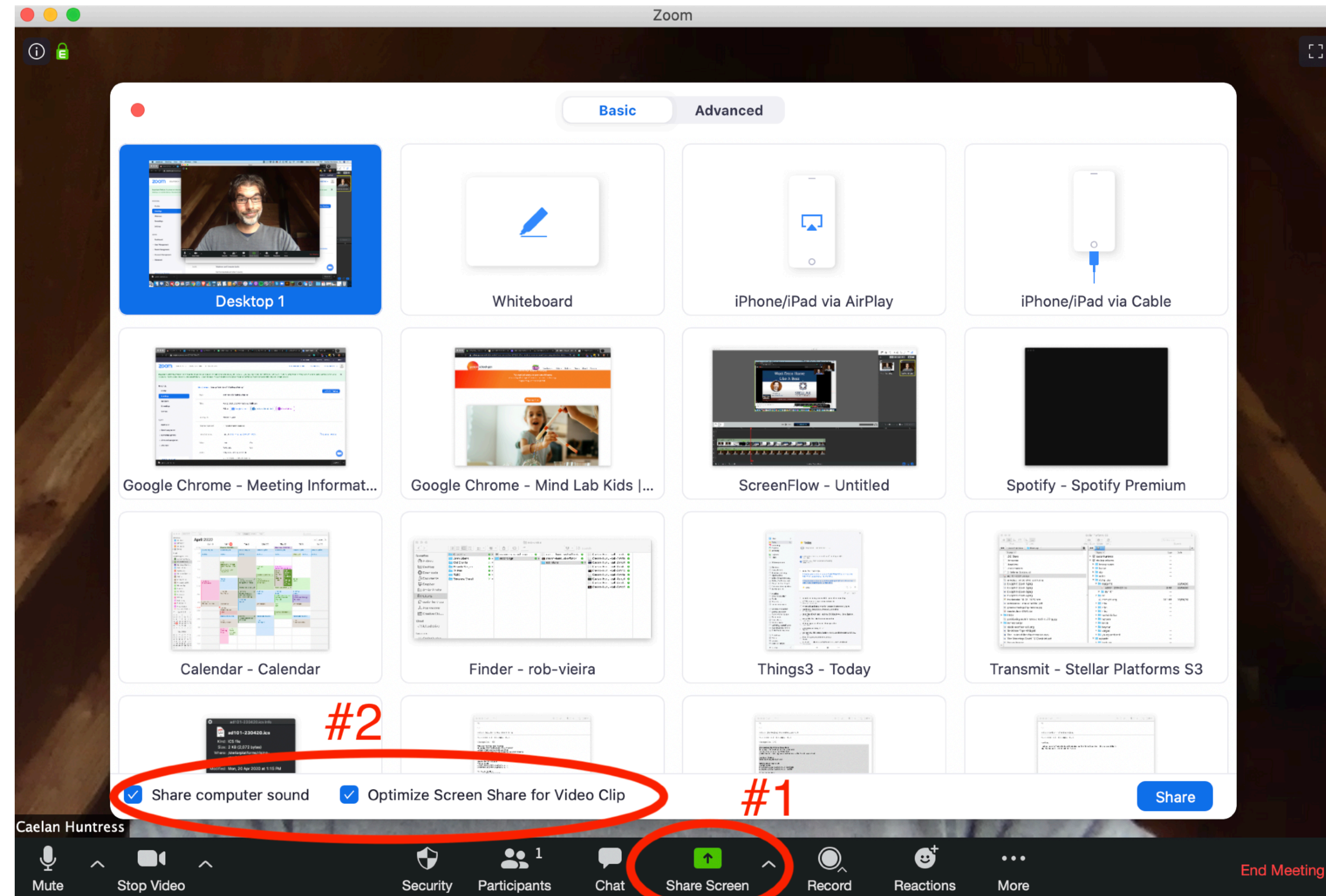
Who Is This Program For?

- ♦ **Teachers** leading a class of students
- ♦ **Coaches** facilitating virtual groups
- ♦ **Speakers** presenting to a remote audience
- ♦ **Managers** leading distributed teams

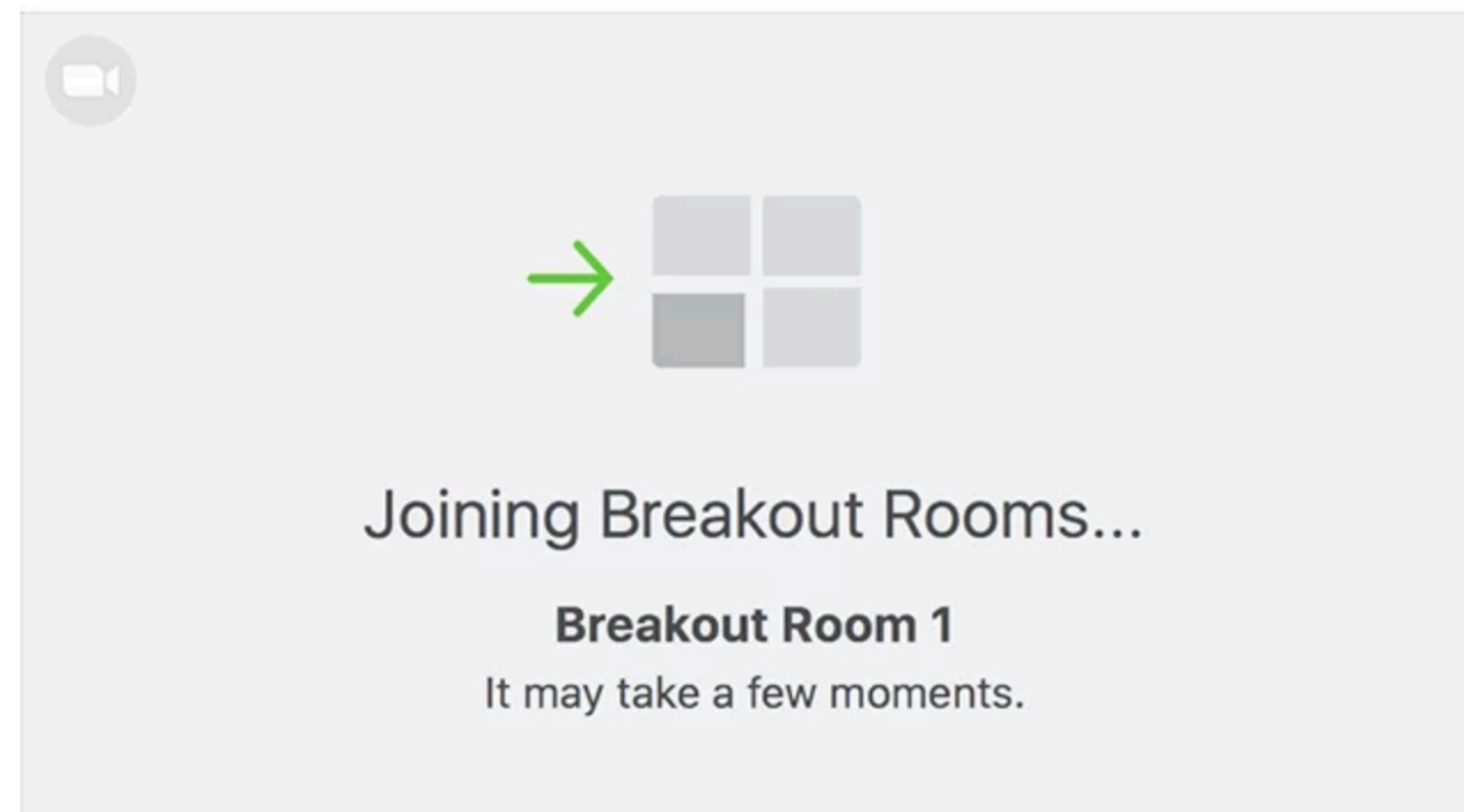
Connection Speed



Sharing a Screen



Breakout Rooms



Polls

Polling Questions in Progress 00:00:19

Attendees are now viewing questions 1 of 1 voted

1.What is your favorite color?

Red (0) 0%

Green (0) 0%

Blue (1) 100%

End Poll

Be a Better Zoom Host



Moving Together



Zoom Host Intensive



ZoomHostIntensive.com

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