



Craig and Alton's top tips on leading in virtual times

What's it all about?

Recently a lot more people are having to work virtually for the first time. Getting the best out of a virtual team requires leaders to think a bit differently. At Rambutan we have oodles of experience supporting leaders to build and lead effective teams, whether they're virtual or office based. These top tips include what we believe to be the essential ingredients for ensuring virtual teams are happy, productive and successful

Mind, body and soul

To be the best leader possible, we need to look after our mental and physical self as well as the business. Find ways to stimulate your mind and give it a workout. Get up and move around regularly if you're stuck at your laptop. Take time to breathe deeply and create calmness. Finally, remember to switch off yourself and your devices everyday

You're in control

You can't change the situation, but you can choose how you feel about it. While things around us may feel out of control, the one thing humans can do is choose how we feel in any situation. So, as a leader, ask yourself or others: What mindset are you choosing? What could you choose to help you even more?



Creating great habits

Creating a series of great habits will ensure you're in the zone! Treat the day working at home the same as if you were in the office; create a workspace and dress to impress. Start at a set time, take breaks, interact with colleagues, laugh together and focus on delivering amazing results

Our philosophy on...

As humans we're at our best around others and at Rambutan we believe physical interaction and face-to-face will always be the king of communication, behavioural change and maintaining amazing relationships. But when physical interaction isn't possible what can you do?

Who will benefit?

These top-tips are for all leaders, managers or individuals who work remotely all or some of the time. So, that's just about everyone then!

Books that will help:

Time To Think by Nancy Kline - we love this book at Rambutan and its subtitle will tell you why: 'Listening to Ignite the Human Mind.' It's packed full of tips and techniques that work in both actual and virtual interactions

Mr Badger Moves Home by John Herbert and Steve Marriott - this quick read puts the neuroscience of change and uncertainty into an easy to read, beautiful story

The 7 Habits Of Highly Effective People by Stephen Covey - how could we not include this? This book contains so much about being the best version of yourself and looking after your wellbeing and development. It's a best seller for a good reason!

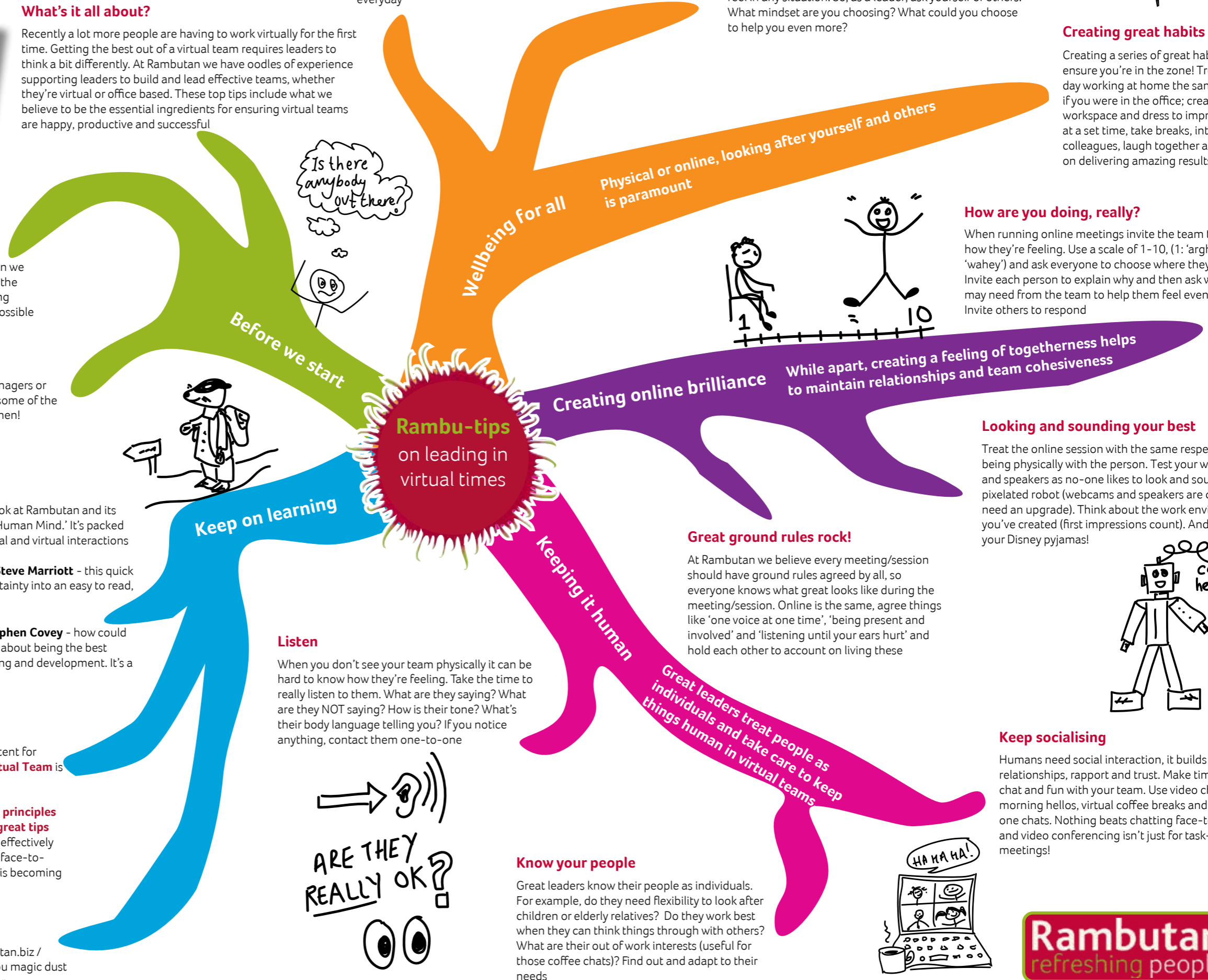
Visit these websites:

The **MindTools** website is full of fab content for leaders. This article on **Working in a Virtual Team** is no exception

Harvard Business Review gives **ten basic principles** for virtual teamworking, and also offers **great tips and advice** in leading and collaborating effectively as virtual teams. They agree with us that face-to-face is still the best but recognise virtual is becoming more common place

Or give us a shout:

+44 (0) 1858 461071 / hello@rambutan.biz / www.rambutan.biz and we'll give you magic dust ideas on being a brilliant virtual leader



How are you doing, really?

When running online meetings invite the team to share how they're feeling. Use a scale of 1-10, (1: 'argh', 10: 'wahey') and ask everyone to choose where they are. Invite each person to explain why and then ask what they may need from the team to help them feel even better. Invite others to respond

Looking and sounding your best

Treat the online session with the same respect as being physically with the person. Test your webcam and speakers as no-one likes to look and sound like a pixelated robot (webcams and speakers are cheap if you need an upgrade). Think about the work environment you've created (first impressions count). And don't wear your Disney pyjamas!

Keep socialising

Humans need social interaction, it builds relationships, rapport and trust. Make time for chat and fun with your team. Use video chat for morning hellos, virtual coffee breaks and one-to-one chats. Nothing beats chatting face-to-face and video conferencing isn't just for task-based meetings!

