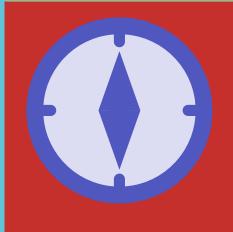# MAINTAINING TEAM COHESION REMOTELY

SET SHARED TEAM GOALS

Set and communicate clear goals for your team, and highlight how each member will contribute to these goals. Share the goals, progress and achievements on **Yammer** to boost morale.

COMMUNICATE THROUGH THE RIGHT CHANNELS

Use **Yammer** for informal communication with your team and the council more widely, and **MS Teams** for instant communication with individuals or groups to collaborate on a certain piece of work. Use **Outlook** emails when you need a formal record of your conversation.

COMMUNICATE CONSISTENTLY

Make sure that the information you share is consistent across **all platforms**, and clearly indicate when information has changed. Be mindful of the impact of shared information and avoid spreading fake news. If you are unsure if information is correct, doublecheck with your colleagues.

CHECK-IN MEETINGS

Schedule regular short **video meetings on MS Teams** with your whole team. This gives the team an opportunity to catch-up and share what everyone is currently working on.

MANAGE AVAILABILITY

Clearly indicate your availability on your **Outlook calendar**, eg. when you start and finish work, and share your calendar with your team. Change your status on MS Teams to show when you are available. This will also support your work/life balance.

PROMOTE LEARNING

As your team gets used to new tools for remote working, such as MS Teams and Yammer, encourage all to seek materials on **My Learning Source**, participate in remote learning sessions and share their skills with others.