

Distributed Teamwork

It's not "when", it's Now

Agenda

Welcome

The change we're facing

Working from home

Managing your team

Back to normal?



WELCOME & INTRODUCTIONS



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HUMANS ARE SOCIAL CREATURES

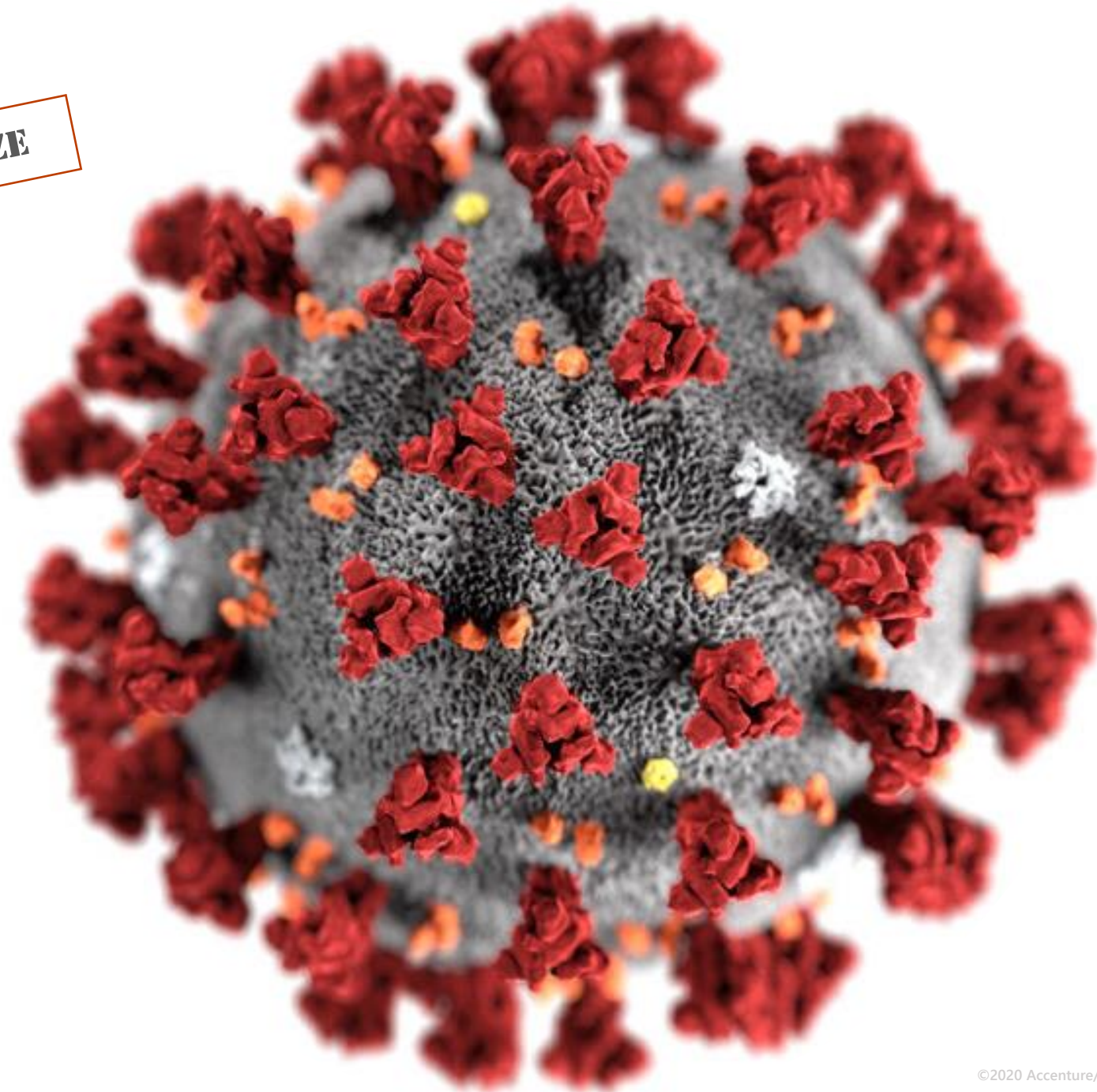
- Facial expressions
- Body language
- Creatives, and the media & entertainment industry in general is 'high-touch'
- We are used to face-to-face interaction

BUT, WE FACE A NEW REALITY

- ☐ Things are changing faster than we can absorb
- ☐ Anxiety about the future and about tomorrow
- ☐ Conflicting information and uncertainty add to confusion
- ☐ When will things return to normal?
- ☐ How do we keep moving forward in the face of these challenges?



NOT ACTUAL SIZE



FUTURE OF WORK

Preparing for a world
where everything is
always changing...

WORK

Living in a world where everything is always changing...



**IT'S NOT WHEN,
IT'S NOW**

MAZLOW'S HIERARCHY

Self Actualization:

Achieving one's full potential,
including creative activities

Esteem Needs:

Prestige and feeling of
accomplishment

**Belongingness and
Love Needs:**

Intimate relationships, friends

Safety Needs:

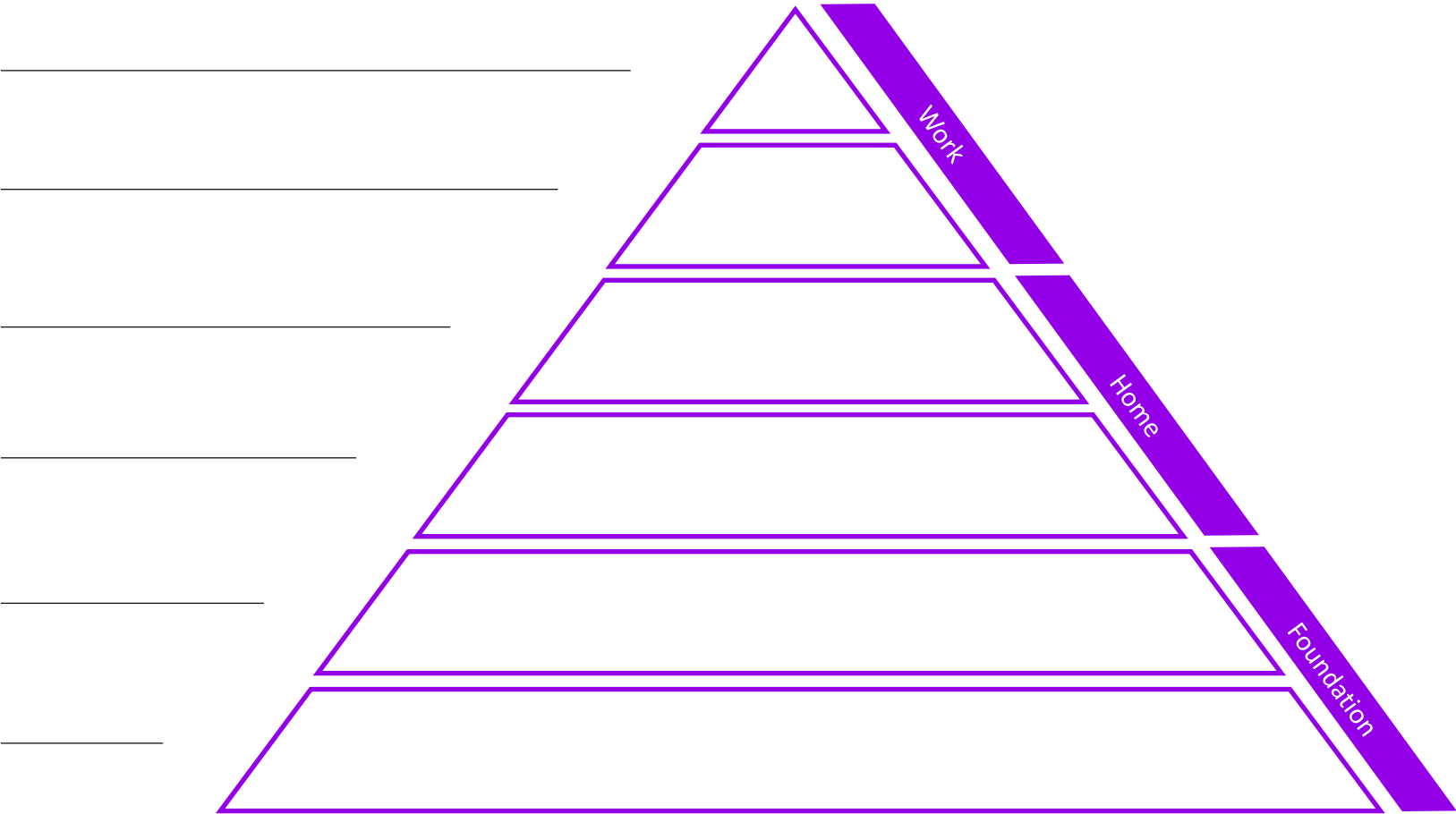
Security, safety

Physiological Needs:

Food, water, warmth, rest

New Needs:

WiFi, toilet paper, power, phone



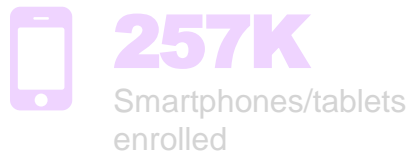
WHERE I WORK: STATS

DIGITAL WORKER

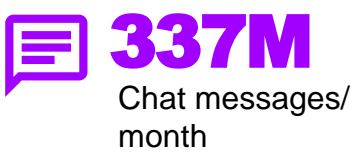
Devices



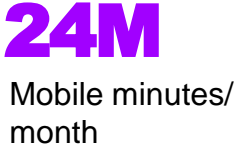
Mobile



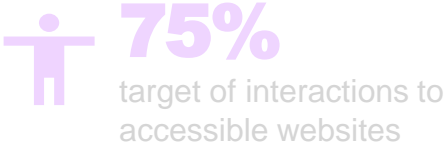
Teams



Audio / Videoconferencing



Accessibility



Collaboration



Broadcast



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WORKING FROM HOME

NEW REALITIES





NEW REALITIES



TRUE STORIES

- An executive changes her style
- A cat logs off a meeting host



WORKING FROM HOME

IMPORTANT TIPS



A QUALITY HEADSET

Noise cancelling earphones if you can but noise cancelling mic is essential

Mic positioning is important. Make sure it's not too close to your mouth and that it's not rubbing against clothes or earrings

Be aware, mouth-sounds (eating) are MUCH louder when your mic is near your mouth

If you're using the mic on your laptop, be aware that typing when you're not on mute can cause a ton of distracting noise for everyone on the call





BE READY FOR VIDEO

Get dressed (to match your culture)

Lighting is critical. Make sure you're not back-lit

Face the window (move your laptop position if necessary)

Get an inexpensive ring-light to light your face

BEST SELLER



Zimtown 7" LED Ring Light Camera
Photo 2800-5500K Di ...
★★★★ 15
\$15.99 List \$28.99

CLEARANCE



Ktaxon 180pcs LED Ring Light w/
Stand Dimmable 5500K ...
★★★★ 19
\$52.99 List \$89.99

REDUCED PRICE



Goplus 12" LED SMD Ring Light
Flash Video Light w P ...
★★★★★ 2
\$61.99 List \$109.99

REDUCED PRICE



10 Inch LED Ring Light with Tripod
Stand 3200K-5500K ...
★★★★★ 1
\$24.99 List \$42.48

KNOW YOUR TOOLS

Learn Skype or Teams so that you can join smoothly and participate appropriately





GOOD CONNECTIVITY IS IMPORTANT

Make sure the LAN signal is strong or that you're plugged directly into the router.

Ensure that your family is not consuming all your bandwidth during important calls

Explore QOS (quality of service) options for your home network

AVOID TECH DISRUPTIONS

Figure out where ALL the mute buttons are on your devices

If your computer is used for multiple purposes or you haven't rebooted for a few days, consider restarting before an important call (an hour before, not 5 min before!)



MANAGING YOUR TEAM VIRTUALLY



BE PRESENT

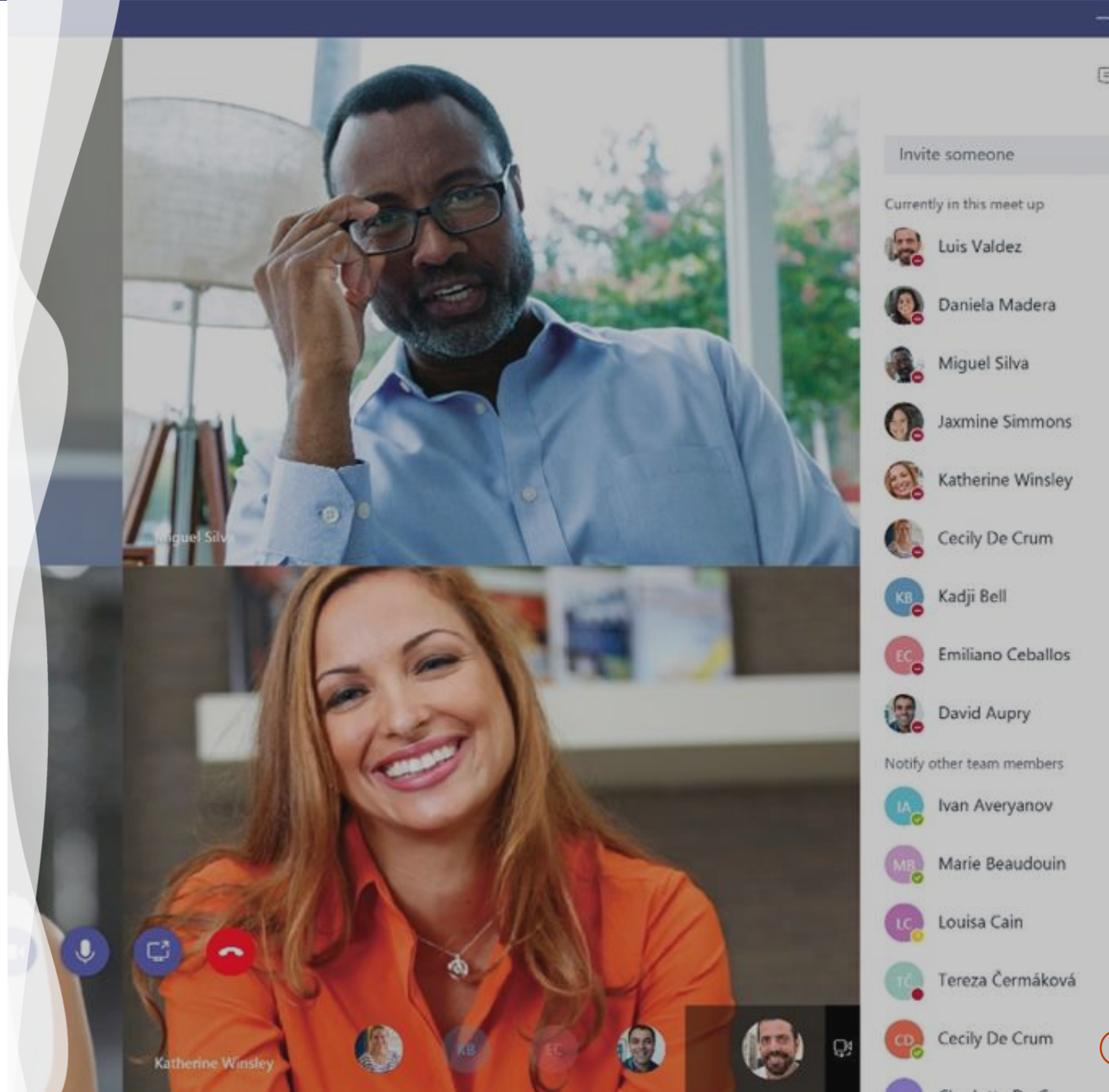
You will need to **overcommunicate** to help your team feel they are still connected to you and the organization

Be present during your meetings and go on video whenever possible.

Encourage your team to join via **video**, but don't force it, especially at first.

Use background **blur**, or even replacement

Be ready to **mute** an embarrassing conversation or even **eject** someone from a meeting to help them save face





TAKE BREAKS AND HAVE FUN

- Recognize the increased **intensity** of constant calls and meetings.
- Ensure your team has time for their own **wellbeing** and that they are not getting burned out by being “on” around the clock
- Block time for lunch with your **family**. As a manager, don’t schedule meetings over lunch
- Allow some space for **fun** or social communications. E.G. What’s good on Netflix this week?
- Encourage **breaks** – specially to get outside if allowed
- Cut everyone a bit **slack**. For pet noises, kid noises and time flexibility to take care of life at home



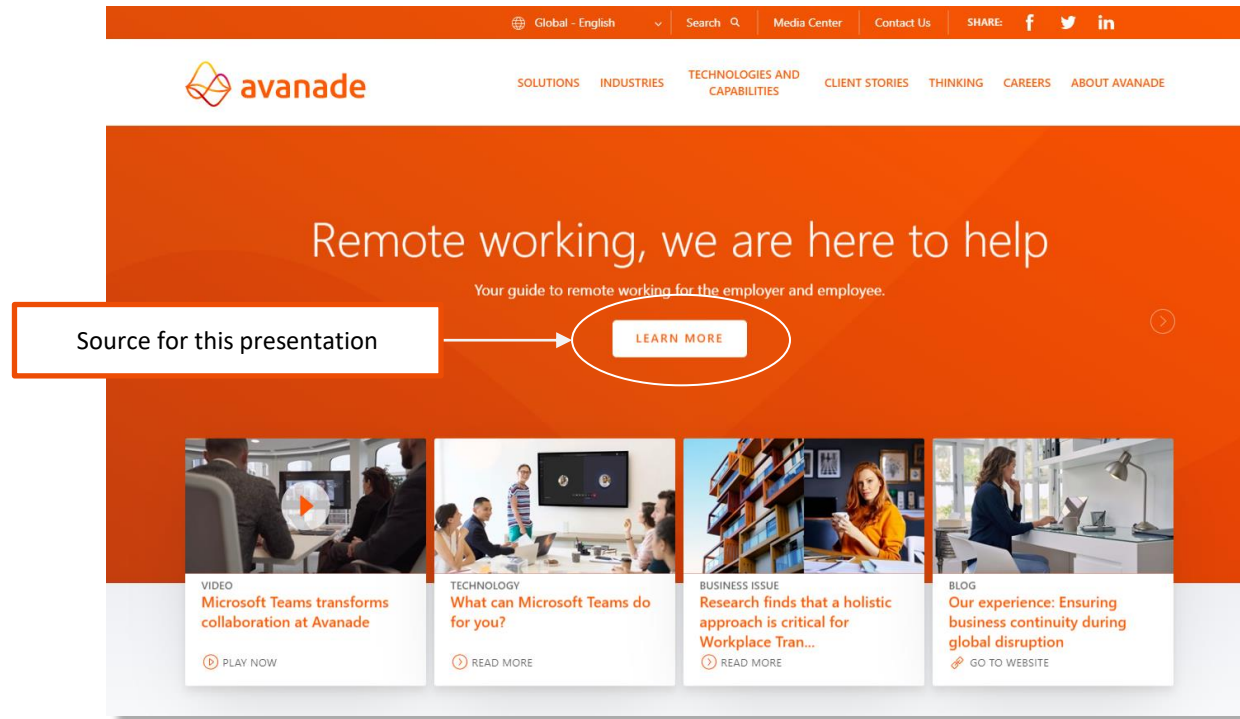
THE NEW NORMAL

- ☐ We will be going back to work
- ☐ It's not going to be the same
- ☐ Remote work will remain a big part of our reality going forward
- ☐ We need to embrace new ways of working and find a path to productivity
- ☐ We can't wait for 'normal' the future has sped up and it's happening to us now.

THANK YOU!



RESOURCES: AVANADE.COM



<https://Avanade.com>