4 key elements for virtual collaboration

Learn to Work Differently
4 key elements for virtual collaboration

Virtual collaboration is an important part of how teams work in modern business. Make the most of your virtual work sessions with these 4 best practices.

**CREATE STRUCTURE**
Instill discipline to put best practices you already know in place. This is the foundation for effective virtual collaboration.

- Set clear objectives for the meeting and share them ahead of time
- Facilitate preparation by requesting that your collaborators create tangible content before the session. Use this as stimulus for your session.
- Dedicate the majority of your agenda to collaborative activities
- End the meeting with a discussion of shared ownership and next steps

**LEVERAGE FUNDAMENTAL COLLABORATION PRINCIPLES**
Virtual sessions can’t rely on verbal communication alone. Core collaboration behaviors; sharing sketches, adjusting material real-time, taking public notes all need to be practiced virtually.

- Display your work visually
- Be tangible—capture ideas and key points with notes and shared documents
- Match the activity to the group size
  - Large groups (4+ people) are great for ideation and exploration
  - Small groups (2-4 people) are good at refining or developing specific pieces of work

**EQUIP YOURSELF WITH GREAT TOOLS**
Nothing kills the mood and momentum of a good work session more than technology issues. The little things go a long way, so make sure that you have these basics taken care of:

- Dynamic tools
- Miro (online team whiteboard)
- A dependable, high-resolution communication platform.
  - (We like Zoom, it’s worked better than anything else)
- A USB camera that you can move around to change perspective

**SUPPLEMENT ONLINE WITH IN-PERSON SESSIONS**
Online collaboration is most effective when supplemented by in-person work and feedback sessions.

- Develop a local cohort of collaborators that may be on another team
- Have in person sessions at key points like prototyping or research analysis/synthesis