

Working Virtually

Tips & Resources when working in a Virtual Environment



The Office

Quick check in with a colleague or team member

Working on a document with a colleague or team member in their office or yours

Breakout into small groups in a meeting

Meeting with a partnering organization to discuss a project

Your colleague takes minutes in your meeting and saves them to your organizations shared drive

Virtual Environment

Use instant message or schedule a 10-minute "video coffee chat"

Hop on a video call with your colleague and use free tools like [Google Docs](#) or Microsoft Teams to edit the draft simultaneously

Use [breakout rooms in ZOOM](#) to split your team members into those small groups

Send your partner an invitation to a video call & make sure to send them any materials along with the agenda ahead of time

Have your colleague create a [Google Doc](#). Watch them capture minutes in real-time! You and others in this virtual meeting can add simultaneously as well.

Whether you're in the office or in a virtual environment a great meeting is still a great meeting!

Here are **5 tips and resources** that will help make any meeting you virtually facilitate great.