Staff Welfare & Wellbeing
Connecting with colleagues remotely

He waka eke noa – We are all in this together!

COVID-19 means that many of us are navigating alternative work arrangements such as working remotely. This brings a creative challenge of how to stay in touch so that we remain connected and supported as a team.

TEAM CATCH-UPS

Now is the time to over-communicate and ensure everyone feels part of the team. Set up regular Zoom meetings with your colleagues. These could be brief check-ins each morning or slightly longer ones a couple of times a week. Even if they are short and sharp, there is value in keeping in touch.

ONE-WORD CHECK INS

This is a great way to begin your team meetings. Ask each person to share one word to describe how they are feeling in that moment. There is no discussion in this exercise, it's simply a way for colleagues to connect with how others are feeling in the moment.

KEEP UP THE CHIT CHAT

Be sure to make time for personal chit chat, just as you normally would at work to foster a positive team vibe and culture.

Set aside time in a regular meeting, or get creative and set up a regular team virtual coffee session via Zoom!

MAKE COMMUNICATION PERSONAL

Where possible, limit the amount of emails you send. Instead use real-time, in person communication such as Zoom, or even the old fashioned phone.

KNOW EACH OTHERS WORK SCHEDULES

Be explicit about when your work day starts and finishes as this may be different than usual if you are working around commitments at home. Ensure everyone in your team is aware of each others work schedules. You can use your out of office.

FIND DIFFERENT WAYS TO COLLABORATE

Get creative with how you connect and work together. Use software like SharePoint or Microsoft Office OneNote to help share ideas, keep track of document version control and maintain a single source of truth.

Need to talk?
Free call or text 1737 national helpline anytime
Call your Employee Assistance Programme (EAP) for free counselling:
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