

# Telework Tomorrow

## Tips for Team Building While Working from Home

**Weekly Round-Up:** Have a designated person from leadership send a light / fun weekly email update that outlines brief company wins, updates, outcomes, personal team updates, internal Zoom/Teams bloopers and random news or video findings. All content included should be intended to make the recipients smile.

**What's Behind Me:** Host a show and tell each week where a team member shares what's in the backdrop of their home.

Example:



**Scavenger Hunt:** Each week, come up with five new challenges for your organization to complete. Post the prompt in a group location (Teams, Slack, or Google Chat) where everyone can respond. Help promote dialog amongst the group by commenting on each other's answers.

**Bingo:** Create an editable bingo sheet PDF relating to your organization's brand, mission or internal initiatives (ex. health and wellness, creativity, etc.) have team members fill it out the bingo sheet to get a full line (Bingo) or complete all the squares (blackout). When possible, offer up prizes for the winners.

**Meeting Warm Up:** Start meetings by having each participant each state a recent highlight — one personal and one business related.

**Video Telephone Game:** Invite all participants during a slower period of the day (say, lunch hour on a Friday), designate the "phone tree" in the calendar invite, have one person start the telephone game by video chatting a phrase to the next person on the list, then that person would do the same for the next person repeating the phrase (no writing the phrase down allowed). Once you get to the last person, they can email the group the final phrase to see how well the group fared.

**Polls:** Create a poll sheet and have people submit their answers to find out the majorities favorite things and help team members learn more about each other. This could range from favorite ice cream to places they want to travel one day.

**Pet Intern Highlights:** Each week have a team member share an update on the "latest" pet intern to have joined the team. This could be as simple as a photo, pet's name, favorite activity, and how they're pulling their weight as an intern.

**Looking for more ways to improve your telework policy? Contact us at [WayToGo@DRCOG.org](mailto:WayToGo@DRCOG.org).**