

A man with dark hair and glasses, wearing a blue denim shirt over a white t-shirt, is sitting at a desk and working on a laptop. He is looking down at the screen. The background is a modern home office with a black metal shelving unit holding various items like books, plants, and jars. The lighting is soft and focused on the man.

SADA

6

TIPS FOR REMOTE TEAM COLLABORATION

To reduce the spread of coronavirus, businesses are embracing remote work environments. Here are 6 work-from-home tips to boost productivity and collaboration with G Suite.



Introduction

Recent days and weeks have been challenging for millions of people across the globe who are dealing with the impact of COVID-19. In order to lessen risk and prevent the virus' spread, businesses are implementing drastic yet necessary social-distancing measures for employees. The sweeping changes have led to a sudden and unprecedented increase in the number of people working remotely.

In response, Google is helping to ensure that all globally distributed teams can still reliably meet face to face, even if employees are not in the same location. **The company is offering free access to its advanced Hangouts Meet video-conferencing capabilities to all G Suite customers globally.**

Here at SADA, we've implemented a remote-first work environment in order to **safeguard our employees, our customers, and our partners.** Equipped with the best technology and **Google Cloud portfolio of products,** we've enabled our entire company to work remotely with the same level of quality and efficiency. We've been sharing remote team collaboration tips with our employees to help ease the transition to a temporary work-from-home (WFH) policy. Whether your business is temporarily embracing remote work as a response to the COVID-19 pandemic or you already have a remote policy in place, here are 6 tips that will come in handy to **keep you and your teams connected and productive** while they WFH.



1 Make Communication a Priority

Take a moment to set clear expectations with your team on when and how you all will communicate during the remote period. With Google Calendar, you can set up a recurring event for your team each day or week to check in and get aligned for the day. Virtual 10-minute daily huddles and weekly or bi-weekly one-on-ones with each of your team members will go a long way in keeping communication lines open and ensuring team members don't feel isolated. Among individual teams, it is a good idea to block time for meetings or daily huddles. Hangouts Meet, a **G Suite**-integrated video conferencing solution, makes it simple to connect with your team from anywhere with easy-to-join video calls.



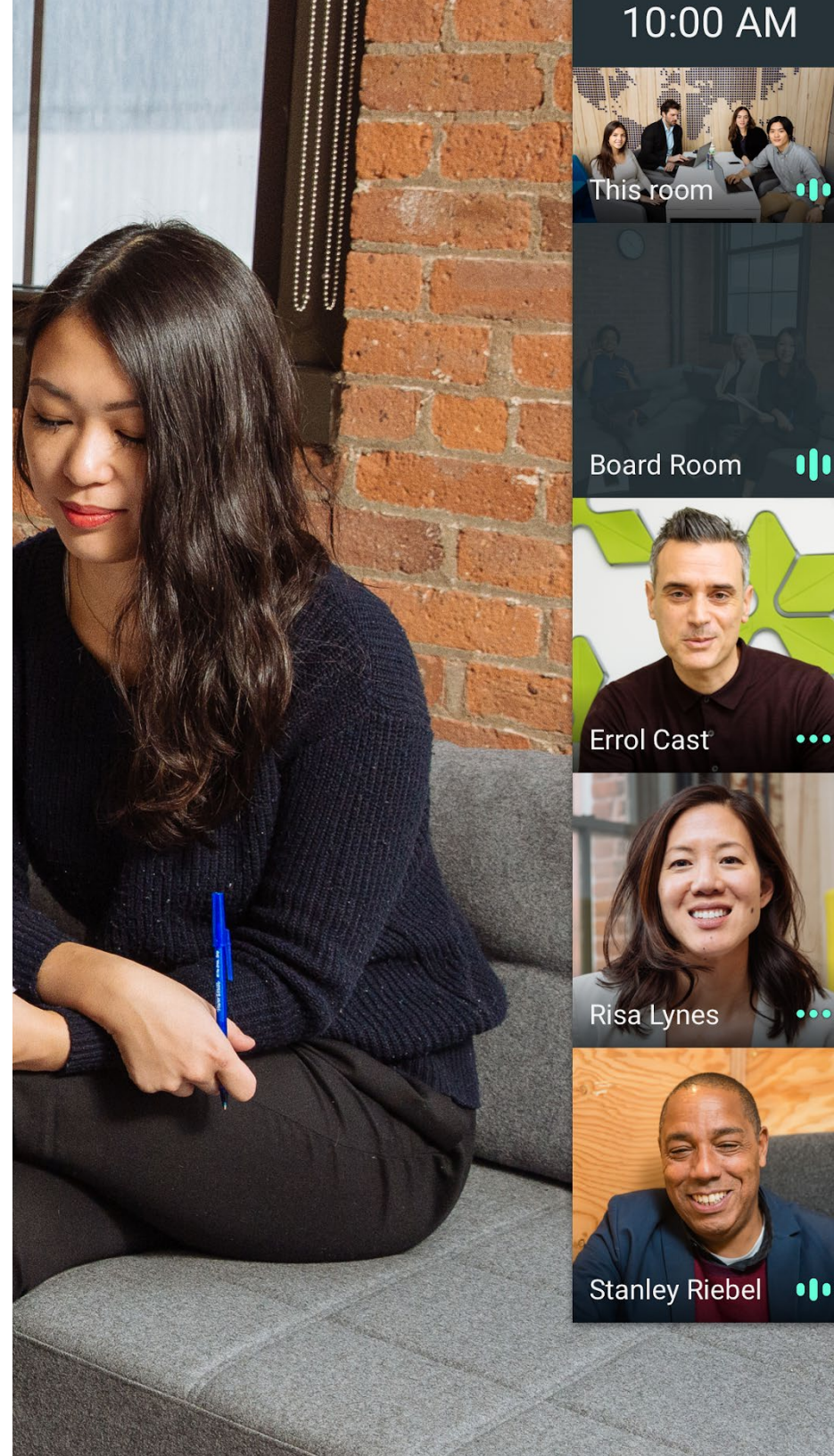


Decide how you would like everyone to provide any important progress updates. Hangouts Chat, a messaging platform integrated into G Suite, allows you to create a room with all of your team members to keep conversations flowing. A quick note at the end of each day or week on what each person worked on and will be working on, and any blockers they have, can keep everyone aligned. Consider using a task or project management tool to help you stay on track. **Google Tasks** lets you create a to-do list within Gmail or the Google Tasks app. When you add a task, you can integrate it into your Gmail calendar, and add details or subtasks. Tasks also enable you to drag and drop emails into your to-do list, rearrange the order of your tasks, and check off completed ones.

2

Use the Richest Form of Communication

93% of communication is non-verbal, which means a lot can get lost in a chat message, document comment or text. Whenever possible, default to a video conferencing platform like Hangouts Meet. If video conferencing isn't an option, then consider phone conversations. **Google Voice** gives you a phone number for calling, text messaging, and voicemail. It works on smartphones and computers and syncs across your devices. It can be added as a paid subscription to any G Suite edition. As a last resort, communicate via chat or email. If you anticipate a lot of questions or if it's urgent or complicated, video conferencing or voice calls are more effective.





3 Stay Connected

There is no water cooler, kitchen, or lounge for your team to gather and catch up on life happenings when working remotely. Keep your team connected to each other and other employees with posts and updates in group channels. Much like SADA's monthly remote Coffee Break, where we invite all remote employees to log in for informal conversations and catch-up, regular informal virtual coffee chats or group lunch gatherings on [Hangouts Meet](#) are a great way to stay connected too.

The screenshot shows a Slack chat window for the "Design Team" (34 members). The left sidebar lists various channels and recent messages. The main area shows a conversation with Risa Lynes, who has posted a message about starting a prototype. Below this, there are messages from Mike Lowell and Dorian Belknap. At the bottom, there is a link to a document titled "ink 42 / Recen".

Chat Design Team 34

Filter rooms

Starred

- Risa Lynes 10
- Design team 1 mins
- Launch room 2 mins

Recent

- Prototype group 7 mins
- Q2 design review 9 mins
- Quick share 16 mins

Sheryll Tiang 12:54 PM

New feature ideas 10:45 PM

Dorian Belknap 8:15 PM

Next week's agenda Thu

David Kim Thu

Offsite prep Wed

Visual sprint Tue

Illustration leads Mon

+ Add

Max Sommer March 7th Starting to prototype

Risa Lynes March 7th Great, it would be aw

Risa Lynes March 7th Hey @Max Sommer, who've done similar

REPLY

Mike Lowell 16 mins Hey all, met with the 3rd. If you have some

REPLY

Dorian Belknap 1 min Just a heads up ever portfolio is up-to-dat

ink 42 / Recen



4 Document, Document, Document

It won't always be possible for everyone to be on every video conference or call. Designate someone in each meeting to be a scribe - jotting down key takeaways and action items (and who is responsible for them) in [Google Docs](#) and sharing it in a chat room after each meeting. This will keep everyone up to date and in the loop.



5 Edit Team Documents in Real Time

The ability to edit documents, spreadsheets, presentations or other files with your remote team in real time helps physically dispersed employees feel more connected since it allows teams to work as though everyone is in the same room. Real-time collaboration solutions provide a platform for everyone, no matter where they are, to share information, and give instantaneous feedback. With G Suite, you can use Google Docs, Sheets, and Slides to edit simultaneously in real time and get targeted feedback using comments. Changes are saved automatically, so team members are always accessing the most up-to-date versions. And, if questions come up while working on a file together, you can chat with each other inside the document, spreadsheet, or presentation.





6 Lead With Trust

Avoid the temptation to micromanage your team while working remotely. At **SADA**, we have an excellent recruitment pipeline that has built a team of highly productive, self-motivated employees. The focus should remain on output and productivity, rather than forensic reporting of activities. With rich communication, regular check-ins, and documentation your team can continue to be successful as ever.





Forrester Report: The ROI of G Suite



Read the Forrester report on the Total Economic Impact™ (TEI) of G Suite for real-world examples of organizations who've realized revenue growth, cost savings, increased efficiency, and significant ROI after implementing the productivity suite.

Download Report



About SADA

SADA is a global leader in providing business and technology consulting services that transform organizations. SADA has proven expertise in enterprise consulting, cloud platform migration, custom application development, workplace transformation, cloud managed services, and change management. As a Google Cloud Premier Partner with multiple Specializations, SADA has gained global accolades and awards including the 2018 Google Cloud Global Partner of the Year and 2017 Google Cloud North America Partner of the Year. SADA's team of certified experts help enterprises modernize by providing innovative cloud solutions to accelerate digital transformation leveraging the entire Google Cloud portfolio.

"We were encouraged by the positive responses from employees when we announced we were going Google. We knew it was going to be a major change management effort to go to a new collaboration platform. Working with Google and SADA Systems, in one weekend in November we took 23,000 users live, and a total of 28,000 users live globally within six months."

Mike Crowe | CIO, Colgate-Palmolive

A Few of Our Clients



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