## Workplace

by **facebook** 

## for Managers



Create a group for you and your team and a 1:1 group for you and each direct report.

Share meeting notes to keep everyone informed. Encourage your team to share weekly updates, so everyone knows what the team is working on.

Build and share collective knowledge. Use polls to set meeting agenda topics and get feedback.

Build team spirit

Celebrate your team's achievements by creating milestones and special events.

Give everyone a voice – meetings aren't the only place to speak up.

Thank team members for their individual contributions.

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