

A Turnkey Formula for Remote Leader Meet-Ups



We realize COVID-19 is top-of-mind for your organizations right now, and HR teams are supporting employees with unprecedented personal and professional pressures. Social distancing and working from home are creating new challenges – like parents taking on the role of homeschooling their kids while still balancing their day job.

Through a series of routine meet-ups called “Corporate Baristas”, Welltok has been able to create a sense of community and helped leaders learn from each other. By encouraging collaboration and openness, we’re keeping our leaders and their teams engaged virtually through these challenging times.

We know you are all short on time, so we are sharing our formula for these meet-ups.

Format

Start with a brief introduction from your HR Director. Then, designate someone from your executive leadership team to kick off the session. Assign a different panel of leaders (3-4 people) to provide input for each meeting, then open it up for Q&A. This helps to foster collaboration and allow for the group to hear from different individuals each time.

These meetings should last around 30 minutes – keep it informal and light!

Best practices

- To ensure your meetings are well orchestrated and devoid of duplicative answers, request that individuals reply to the sender only with their responses.
- Tap a few folks ahead of time to speak for 2-3 minutes on the session topic.
- Make sure they test their video and microphone ahead of time.
- Begin the call by requesting everyone stays on mute unless they are speaking. Say something along the lines of, “We love your children and pets, but please stay muted while listening out of respect for your fellow coworkers.”
- Encourage people to turn-on their video and normalize any interruptions or kids popping in the frame.
- Remember, the goal is to keep it simple and fun!

Ready to get started?

WEEK 1

Topic: How to stay motivated (and motivate your teams) while working from home

Prep: Before your first meeting, send an email to the group asking them the following questions:

1. When you start to feel overwhelmed, how do you recalibrate and simplify to get back on track?
2. What habit requires the least effort but makes the greatest difference for you/your team?
3. How do you minimize tension and frustration with others who are less organized than you are?

Bonus question: What's been the most positive thing you've experienced with or by your teams due to COVID-19 over the past week?

WEEK 2

Topic: Shifting to working from home and managing remote teams

Prep: Prior the next session, ask the following questions:

1. What are your top 2-3 best tips for managing productive teams remotely?
2. What do you do if you wake up and find your motivation level is not quite up to where it needs to be? How do you recalibrate yourself?
3. How do you draw an associate into the conversation if they appear to not be present?
4. What's been your most successful story about motivating your team over the past week?

Keep the creative juices flowing: Ask people to share resources they found to be helpful during this time. For example, a meditation app offering an extended free trial, articles on how to talk to your kids about COVID-19, etc.

WEEK 3

Topic: Leaning into change

Prep: The next set of questions is centered around leadership and growth.

1. What is one characteristic that you believe every people leader (aka manager) should possess?
2. What are you doing to ensure you continue to grow and develop as a leader?
3. How do you encourage creative thinking within your team?

Bonus question: What is some positive feedback you've received recently from one of your direct reports?

WEEK 4

Topic: How to navigate change from within while working from home

Prep: Ask your team to consider your own organization and how they are handling changes as a whole.

1. What are the top 3 questions you ask yourself when leading change within your organization?
2. During times of change, what do you do to help reduce change anxiety that your team may be feeling?
3. What do you feel is the biggest strength of your organization right now?

Bonus question: What is the most important thing you have learned after a month's worth of these meetings?