



## Webinar: Building Community in a Virtual Space

### Participant-Generated Ideas on How to Build Community

**Please note:** The following content generated by attendees of the webinar held June 11, 2020 at 2 p.m. EDT.

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### General Ideas

- Send interesting facts about themselves and then the group guesses who the fact is about.
- Shout outs during virtual staff meetings.
- Share a yellow jersey as a trophy that people would pass around and wear to the next meeting
- Facetime meetings with a few people while we walk outside
- Giving structure & focusing on substance, even if it's as part of a larger group, is much better for introverts
- Employee Ambassador
- Virtual Coffee talk
- Weekly social with video cameras on. One was a baby shower for a team member, a birthday celebration, and this week we're doing a trivia game
- A COVID water cool channel in teams for people to post recipes, pics, random stuff. Met with mixed levels of participation.
- Picking up the phone vs. sending an email
- Contests -- name my new plant, etc.
- For birthday cards we've been creating them on PDF and people sign by editing like they would if we passed a card around the office.
- Committee of about 15 people from different field offices--how to keep employees engaged, educated and inspired
- A virtual Fish Tank on my TV while I'm teleworking
- After hours virtual get-together to generally hang out to joking around etc to build cohesion
- Provide a virtual hour of relaxation or siesta just so one can breathe
- Ask team members if they need any tech upgrades/improvements - we need to have good tech resources now more than ever.
- Once and week put everyone's name in a jar, then each person pulls a name, and gives them a shout out for something they appreciated that they did that week.
- Open door policy
- Happy Friday emails

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### Regularly Scheduled Meeting Formats

- Daily half hour calls with direct reports to discuss – to talk about events in our personal lives and also the work of the day.
- Bi-weekly 30 minute all team meetings and then 1hr/30-minute one-on-ones once a week.
- 3 team meetings a week and we discuss work that is going on and concerns we are having about the world. (team of 10)
- Communicate through Skype (IM) with individuals all day long

- 15-min daily stand-up, and a once a week 1-hour team lead call
- 2 different daily meetings w/different groups: One with about 15-20 people for 30 min to focus on daily priorities; another at the end of the day w/no agenda & about 13 people, just talking
- We have monthly meetings with the executives and entire division. There's over 100 people on the call. It's nice to be able to ask questions of everyone and know what's going on outside of our team.
- Monday Morning Check-In via email.
- A full agency virtual town hall with our leadership (400 people)
- Daily morning Core Team meetings using Microsoft Teams platform.

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## Tips: What to do during Meetings

- "Going around the horn" so everyone has to speak if nothing else just to give updates on projects. No silence permitted.
- Start with a "Question of the Day" QOTD (see list of questions below)- it's an ice-breaker type question and gets everyone sharing and talking. There's not a lot of talking, but at least everyone does get a chance to talk and we learn about each other too.
- Playing games
- Show and tell
- For 1:1 Meetings: the first question is how are you and your family doing?
- Let meetings be informal instead of all formal meetings and round robins

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## Question of the Day Ideas

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## Other Comments

- "Inside Scoop" for extroverts is great - for introverts is miserable.
- Optional zoom lunches
- Give introverts an opportunity to "digest" what's being asked and/or discussed.