NAVIGATING "NEXT NORMAL"
TEAM CONVERSATION

Go through this checklist as a team to discuss and address these questions and topics to create clarity around how your team establishes your next normal.

What does being in-person or remote mean for us now? How often are we in-person; always, or is it days per week, weeks per month, or months per year? Are there required office days & flex days (by choice)? Are daily start & end times rigid or can they be flexible?

How do we create time for hallway & water cooler conversations; time for networking, catching up, & connection?

Communication – what are our channels, how can we increase clarity & transparency, how often do we communicate, & about what? Do we have new ground rules, or new technology to help with communication & team connection as well as project flow & management?

How do we make decisions & communicate decisions to the entire team?

Feedback – how do we give/receive feedback, to whom, & how often? When do we have maintenance conversations as a team to evaluate what's working & what needs improvement?

How do we run meetings w/possibly some remote people? What are the ground rules for including virtual attendees? Are certain meetings/events required to be in person?

Can we make any changes to physical workspace to accommodate easier virtual connection or changes in routine/structure? Are there ways that we can rethink how we use physical space?

How will we navigate celebrations & notable events like birthdays?

Do any job descriptions or reporting structures need to be revisited?

What is different about our hiring & onboarding processes now? How are we prioritizing the experience & connection of new hires?

Are there any opportunities/needs to cross-train employees across functions & jobs?

Efficiency & performance audit – over the previous year, what conditions added to productivity, or detracted? What worked that can we hold over & implement moving forward?

Clearly define some rules of engagement for our team that translate our values & expectations into very specific behaviors & mindsets.