

# Stay in touch



Ideas to improve contact with colleagues in lockdown

### Energize

- Google 'energizers online meetings' and discover
- Some inspiration:
  - do the cupsong, imitate sound of rain, tongtwister, share picture of the day, have a virtual massage

### Online coffee moments

- Virtual walk-in meetings, join and leave when you want
- Virtual lunch meetings, join while having lunch at home
- While walking in your hometown, call a colleague to chat
- Call someone without video. Very vintage and relaxing

### Fresh up formal meetings

- Start with a compliment: take turns
- Create weekstart meetings (max. ½ hour)
  - Everyone shares what they are working on
  - Every week one colleague shares a favorite book, painting, musical artist/song for inspiration
- Start with a check-in "How are you doing? How are things at home?"
- Make taking turns fun with 'spin the wheel' apps
- Organize work walks in the woods
- Use energizers to get the meeting started on the right foot

### Appreciate and activate

- Send a symbolic gift with a message:
  - A cup: drink your coffee at distance together
  - A pair of socks or house slippers: sustainability at the home office
  - Brownies per post: celebrating all those missed office birthdays in one
- Don't skip your yearly outing, do it online:
  - Online escape room, online gaming, online pubquiz

### Recreate the office

1. Create a MS teams background with your team, use it when meeting.
2. Install the app Calm Office, making office sounds while working at home.
3. Have an open MS teams connection with a colleague all day, while you are both working.

