Please find the suggestions and notes shared, Flo Follero-Pugh from Engaged HR, below. These are parts of the content that Flo shared during the Webinar: The Art of Working Remotely, which were shared with webinar attendees in the chatbox. Please review the below strategies as an extension to the speaker’s PowerPoint slides (previously shared).

Strategies for battling Zoom overload/fatigue:

1. Eye level: not up your nostrils
2. Good lighting
3. Turn off distractions
4. Look at the camera, or the boxes, but not you!
5. Use “Speaker View” so you can really focus on the person talking
6. Use your hands
7. Use a virtual background if you don’t have a dedicated “professional / neutral” space behind you
8. Make sure you’re muted; turn your audio off if / when you can. Watch your snacking sounds!
9. Speak on your exhale to improve the sound of your voice
10. Blink! Use eyedrops if you find your eyes are quite dry

For better team/weekly meetings:

- Be intentionally inclusive
- Structure meetings
- For a new hire: set up specific times for them to meet with team 1:1 for socializing purposes
- Use online tools (for example breakout rooms, polls, Jamboard, Google docs…)
- Encourage the use of video along with audio
- Have both work and social times

Examples of check-In questions for creating engaging and effective 1:1 connection with team/staff/clients:

1. How is your energy level these days?
2. Have you been listening to any new music lately?
3. Have you watched a show recently that you’ve been enjoying?
4. Cook anything new lately?
5. Got a podcast you’ve been listening to that you’d recommend?
6. What have you been reading lately?
7. What’s been working well for you lately?
8. Any challenges that have come up that I can support you with? Anything that I can improve my clarity on?
9. Do you feel like you have everything you need to get your work done?
10. Are we being respectful of the amount of time you need to accomplish everything?
11. In relation to the rest of the team, how can we support you in feeling more connected?
12. Conversely, do you feel like you need more space to breathe?
13. How are you doing with disconnecting at the end of the day?
14. For someone in the hybrid model: how are you doing with the shifting of focus from home office to outside office? Is there anything I can do to help you with achieving better balance?
15. For everyone: what are the types of tasks that would / do bring you in to the office to work?