



Our checklist for virtual teams

Task	Check
1st wave: functioning ad hoc	
Arrange a protocol with the works/staff council	
Deal pragmatically with legal framework conditions	
Give your team as much security as possible	
Identify and inform your employees about a home office instruction	
Prepare the technical infrastructure	
Designate a coordinator for each group	
Allow private devices and infrastructure in workspaces with limited risk	
Ensure secure data exchange with private devices	
Promote transparency about pending and completed tasks in the group	
Enable video telephony and conferences	
Provide enough virtual rooms / dial-in numbers for conference calls	
Provide current contact data transparently	
Help managers and employees to set up the initial work structure	
2nd wave: effectively shaping the future	
"Clean up" legal issues	
Provide assistance: explanatory videos, online training, webinars	
Detach yourself from rigid working time models and create transparency	
Create a clear, schedulable meeting structure	
Take the opportunity to develop as a leader	
Communicate continuously	