TIPS FOR WORKING VIRTUALLY

Use the 4 numbers from your Kolbe A™ Index result to identify which tips are relevant for you.

FACT FINDER (7-10)
How you gather and share information

Common Collaborative Challenges

> Resources are scattered – information is hard to access

> Virtual meetings provide less opportunity for pre/post meeting questions

Best Practices

> Keep detailed information digitally accessible

> Request formal and informal meetings to ask and answer questions

FOLLOW THRU (7-10)
How you organize and design

Common Collaborative Challenges

> Processes or steps are unwritten and individuals are following their own plan

> Need for focus time may be perceived as negative; abundant non-work interruptions

Best Practices

> Share process documents; hold frequent and collaborative project reviews

> Negotiate focus time at work; set your boundaries with others

QUICK START (7-10)
How you deal with risk and uncertainty

Common Challenges

> Lack of casual brainstorming opportunities

> Deadlines seem less urgent when you don't feel the pressing energy of others

Best Practices

> Make use of online spaces or live chats for brainstorming

> Set reminders, countdown clocks; have frequent check-ins, and/or involve partners

IMPLEMENTOR (7-10)
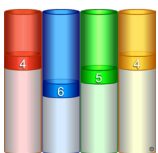### *How you deal with space and tangibles*

Common Challenges

> Tasks, ideas or solutions aren't tangible enough

> Communication is challenging when you can't be face-to-face

Best Practices

> Demonstrate virtually using pictures/videos or prototypes

> Use video chat or meet in-person (for critical decision-making) to enable reading of body language

FACILITATOR: YOU HAVE 3 OR 4 STRENGTHS IN THE 4-6 RANGE (NONE IN THE 7-10 RANGE)

Common Challenges

> Others stay in their silos and don't communicate when they've initiated action

> Groups form polarized factions behind-the-scenes based on differences

Best Practices

> Create virtual spaces to share priorities, plans, ideas and demos; scan for what's not getting done.

> Set up frequent check-ins to understand what action is needed