

Realize. Learning your way.

Be a strong community leader.  
**Toolkit Workshop Series**

**Optimize Remote Teamwork**  
**Top Keys to Success!**

May 7, 2020



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**WELCOME**

**Workshop Facilitator**

- Shari Hildred, PMP
- Email: [shari.hildred@valmoreconsulting.com](mailto:shari.hildred@valmoreconsulting.com)

**Logistics**

- Timeline
- Coffee Room Chats!

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*The struggle is real for YOU!  
The importance of at home  
Dedicated 'work' space!*

*Set the stage for success!*

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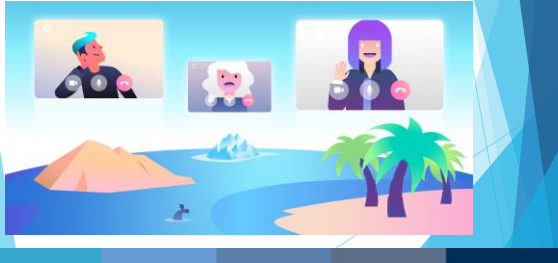
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**Remote Teams next Extra Empathy at work!**

**Role of Leaders!**



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**Practice #1  
Create a  
common and  
agreed  
understanding  
with your staff,  
team and  
colleagues on  
needs and  
expectations!**

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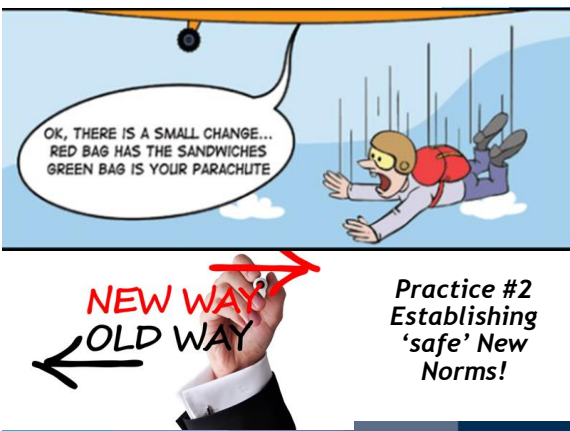
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**Practice #2  
Establishing  
'safe' New  
Norms!**

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**Practice #3 Lead Dynamic Meetings!**



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**Practice #4 Leaders MUST Keep up Connection!**



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**Practice #5 Support Focus on (Changing) Work Priorities**

**Managing Change**



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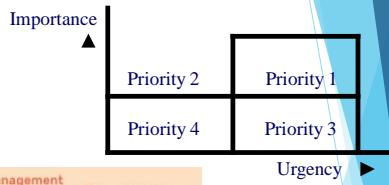
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### Priority Grid Can Help!



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<b>Responsible</b>	<ul style="list-style-type: none"> <li>The person who actually carries out the process or task assignment</li> <li>Responsible to get the job done</li> </ul>
<b>Accountable</b>	<ul style="list-style-type: none"> <li>The person who is ultimately accountable for process or task being completed appropriately</li> <li>Responsible person(s) are accountable to this person</li> </ul>
<b>Consulted</b>	<ul style="list-style-type: none"> <li>People who are not directly involved with carrying out the task, but who are consulted</li> <li>May be stakeholder or subject matter expert</li> </ul>
<b>Informed</b>	<ul style="list-style-type: none"> <li>Those who receive output from the process or task, or who have a need to stay informed</li> </ul>

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Project title	Roles									
	Name of Role	Name of Role	Name of Role	Name of Role	Name of Role	Name of Role	Name of Role	Name of Role	Name of Role	Name of Role
Deliverable or Task										
Deliverable/Task 1										
Deliverable/Task 2										
Deliverable/Task 3										
Deliverable/Task 4										
Deliverable/Task 5										
Deliverable/Task 6										
Deliverable/Task 7										
Deliverable/Task 8										
<b>R</b> Responsible	Responsible for completion of task or deliverable									
<b>A</b> Accountable	Is accountable for completion of the task									
<b>C</b> Consulted	Consulted by those responsible for advice and expertise									
<b>I</b> Informed	Kept updated on progress and notified when tasks are completed									

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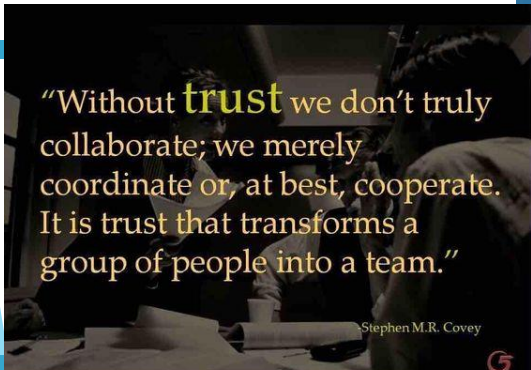
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**Practice #6 Let Trust be your Guide!**



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Top Keys to Success!**

**Let's Discuss further in our Coffee Room Chats!**

**VALMORE CONSULTING**  
— PLANNING TO YOUR VISION —

[shari.hildred@valmoreconsulting.com](mailto:shari.hildred@valmoreconsulting.com)

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