TIPS FOR ADMIN
SUCCESS IN AN ONLINE ENVIRONMENT

CREATE A SCHEDULE
- FOR MEETINGS
- ADMIN RESPONSIBILITIES
- TRAINING
- AND YOUR WORK

MODEL THE BEHAVIOR YOU EXPECT FROM YOUR TEAM
- RESPOND WITHIN 24 HOURS DURING WORK WEEK
- SHOW ENCOURAGEMENT
- HAVE HONESTY ABOUT THE SITUATION
- ACCEPT THE LEARNING CURVE

ALSO MAKE TIME FOR SELF-CARE AND A CUP OF COFFEE!

SET CLEAR EXPECTATIONS
- WORK HOURS AND MEETING TIMES
- HOW TO DEMONSTRATE WORK
- BEST METHODS OF COMMUNICATION

PRACTICE ENCOURAGING BEHAVIOR TOWARDS OTHERS
- BE RELATABLE
- UNDERSTAND THIS SITUATION IS NOT OPTIMAL
- SHOW GRATITUDE & FLEXIBILITY

CHOOSE ONE PLATFORM TO USE FOR COMMUNICATION
- VIDEO IS A GREAT WAY TO CONNECT
- ENCOURAGE ALL TO USE VIDEO IN CALL

BE CONSISTENT WITH COMMUNICATION, DO NOT DEVIATE
- WHAT TO COMMUNICATE
- WHEN TO COMMUNICATE
- HOW TO COMMUNICATE
TIPS FOR ADMIN

PROVIDE PURPOSEFUL AND TIMELY COMMUNICATION TO YOUR TEAM
- People don’t need meetings all day to show they are working
- Don’t micromanage
- Know people are overwhelmed and busy

MAKE MEETINGS MEANINGFUL
- Make the most of meeting times
- Start with encouragement & props to people
- Let people share
- Don’t be afraid to say the hard things
- End with gratitude, solid next steps & encouragement

ENGAGE 1:1 WITH INDIVIDUALS

BE OPEN AND AVAILABLE TO ANSWER QUESTIONS
- When are you available to others
- When are you taking time for yourself
- When are you getting your work done

BE HONEST ABOUT WHAT YOU KNOW AND SHARE
- This is an unprecedented time
- Everything is new and changing daily
- You don’t have to have all of the answers

TIPS FOR ADMIN
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