

TRANSITIONING WORKSPACES

THE FOLLOW UP
ckeller@curio412.com



QUICK TIPS

- 1. Shift Your Strategy** - Develop an agile structure to streamline and respond quickly to challenges
- 2. Communicate Transparently** - with your employees and audiences
- 3. Be Flexible** - Allow for opportunities to be flexible and clear about expectations
- 4. Ask for feedback** - Check in with people
- 5. Celebrate progress and achievements** - Maintain morale by celebrating the positive

CONTACT OUR PARTNERS

Courtney Leigh Beisel, Your Hangout Spot

RESOURCES

FOR WORKING REMOTELY

Webinars:

- [AE Works Coronavirus Crisis - Resiliency and Safety in the Workplace](#)

Emergency Work Policies:

- [CDC Guidelines](#)
- [US Chamber of Commerce - Remote Work Policy](#)
- [US Chamber of Commerce - Essential Workers and Employee Management](#)

Organizational Strategies:

- [McKinsey & Co Nerve Center - Coordinated Response](#)
- [Dpt. of Health and Human Services - Incident Command System](#)

Tools for Virtual Collaboration (Free or Almost Free):

- Team Chat
 - [Slack](#)
 - [Skype](#)
 - [Microsoft Teams](#)
- Virtual Meetings
 - [Zoom](#)
 - [Google Hangouts](#)
 - [Join.me](#)
- Productivity
 - [Trello](#)
 - [Evernote](#)
 - [SmartSheet](#)
- Cloud Storage and Collaboration
 - [Google Drive](#)
 - [Dropbox](#)
- Maintaining Well-Being
 - [How to Stay Productive and Connected When You Work from Home](#)

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