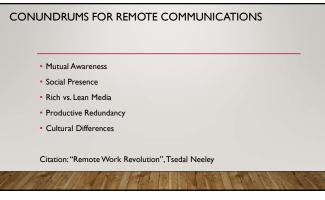




### BARRIERS TO OVERCOME IN REMOTE WORK **ENVIRONMENT**

- Communication silos
- Challenges gauging colleague's well-being
- More productivity reported, but also more feelings of isolation and loneliness
- EQ scores decline in times of societal and economic stress (2008 recession, COVID-19, etc)

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## **MUTUAL AWARENESS**

- We can't assume that everyone has the same information or knowledge on a subject (some don't read email as often as others, or some are not always included on messages)
- What happens if some don't respond to an email message? Do we assume they read it and understand it? Do we assume the opposite?
- This causes inefficiencies and sometimes can erode progress for groups or offices.

# SOCIAL PRESENCE

- Two key concepts Intimacy and Immediacy
- · Both are governed by efficiency and non-verbal communication
- Intimacy captures the closeness people get from eye contact, body language, smiling, and topics of conversation of varying sensitivity. Ex. Zoom or Teams meeting is better than a phone call or email.
- Immediacy refers to the psychological distance of feeling of mental or emotional connection a person places between himself and the recipient. Ex. Subject matter, type of clothes worn, and tone of voice can each alter sense of immediacy.

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#### **RICH VS LEAN MEDIA**

- Rich media are those that convey greater amounts on information, including social cues
  and presence. Ex. Face-to-face and video communications
- Lean media conveys less information and are more straight-forward. Ex. Documents and email
- Don't always assume that "more is more". If parties know each other well, less formality and more speed can help avoid "tech exhaustion".
- · Consider history of the team before deciding upon the technology to use.

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# PRODUCTIVE REDUNDANCY

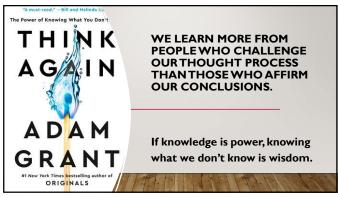
- With virtual teams, redundant communication can enhance productivity.
- We can't assume everyone understands urgency of some tasks.
- Oftentimes, reminding someone via a different form of communication is helpful.
  - Ex. Don't simply send another email 2 hours late. Pick up the phone or IM them.
  - Information overload requires variety of communication methods to maximize success.

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# CULTURAL DIFFERENCES

- Cultural diversity can hamper communications if not addressed and planned for.
- Teams should be cognizant of common forms of successful communication in different cultures.
- Inquire about preferences instead of assuming everyone on team prefers the same type of media to use for key work needs.

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## REFERENCES

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- "HBR's 10 Must Reads On Emotional Intelligence", Harvard Business Review

