

Staying Connected



TEXAS WOMAN'S
UNIVERSITY

A Guide for Supervisors and Employees

Introduction

This pandemic period has offered opportunities to accept new challenges and find creative ways to remain engaged and maintain productivity.

This presentation is designed to offer you some additional tools to your existing toolbox to strengthen:

- *Teamwork*
 - The University provides **Microsoft Teams** to enhance workgroup collaboration
- *Productivity*
- *Social connections*
- *Wellbeing*

TEAMWORK: Tips & Tools - The Key to Maintaining Engagement

- Schedule and implement weekly virtual group meetings for the entire team.
 - Define the various work groups in your department that make up your team and have the group leaders review and report on accomplishments, projects, goals and new group challenges.
 - Collaborate on files, projects and presentations together in real time through virtual meetings.
 - Encourage team members to ask each other what they can do to assist other work groups.
- Where appropriate, department leaders should assign individuals to serve on other work group projects to strengthen teamwork and enhance cross-training.

TEAMWORK: Tips & Tools - The Key to Maintaining Engagement

- All team members, as appropriate, should become comfortable and versatile with virtual meeting platforms like MS Teams, Skype for Business, Zoom, and GoToMeeting.
- Emphasize that your virtual office door is open.
- Explore the [TWU Awards and Recognition Programs](#) to celebrate team member contributions.
- Department leadership should stay informed and regularly communicate University events, directives, news and other updates that affect the team.

Note: View this Power Point in “presentation mode” to access links.

TEAMWORK: Microsoft Teams

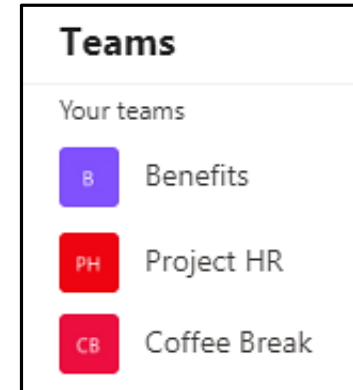
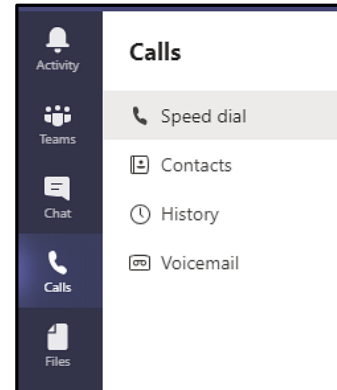
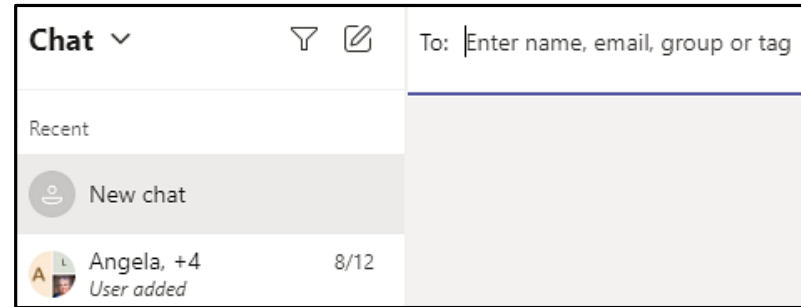


Improve **teamwork** with **Microsoft Teams** to chat, meet, call and collaborate in one place, wherever you are working. Microsoft Teams is compatible for Windows and Mac users.

Here are the steps to download **Microsoft Teams** your desktop/laptop:

1. Navigate to portal.office.com
2. Log on with your TWU sign in information
3. Select Teams
4. A prompt should appear to "Get the Windows App" for PC users or "Get the Mac App" for Mac users - if the prompt doesn't appear, once on the Teams web app, select the profile icon in the upper-right corner and then select Download the desktop app

Individuals may contact the *Technology Service Desk* for support at [Live Chat](#), (940) 898-3971 or [Request Support](#).



TEAMWORK: Microsoft Teams

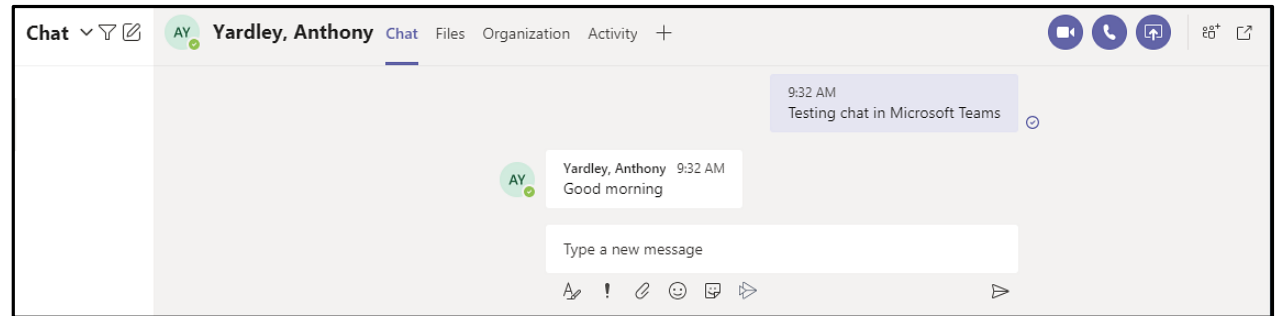
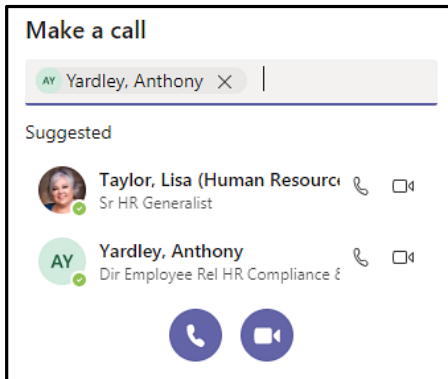
Tutorials for **Microsoft Teams** are available:

- [LinkedIn Learning](#)
 - [TWU sign in instructions for LinkedIn Learning](#)
 - [Communicate Effectively Using Microsoft Teams](#)
 - [Microsoft Teams Video Tutorials](#)
- [Microsoft Teams FAQs](#)



TEAMWORK: Microsoft Teams

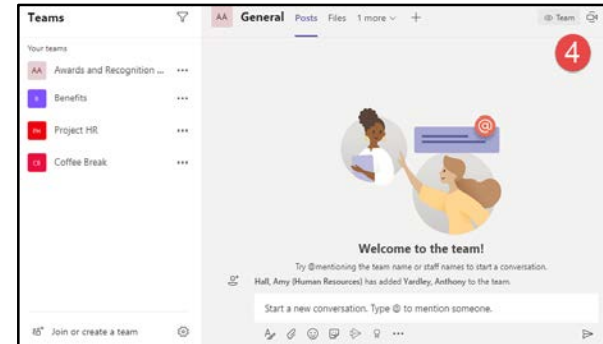
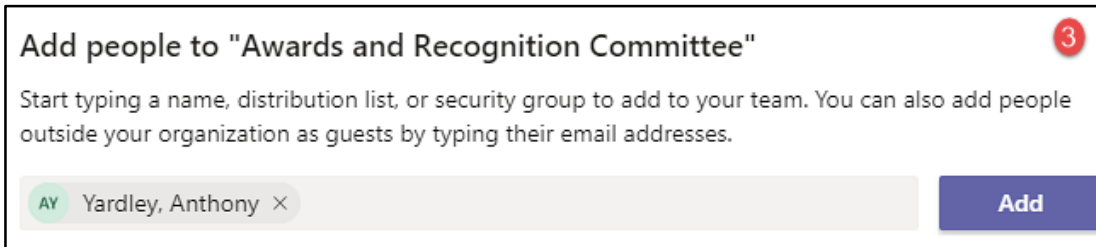
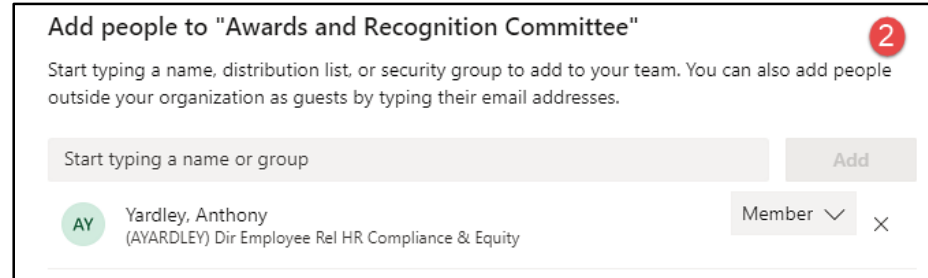
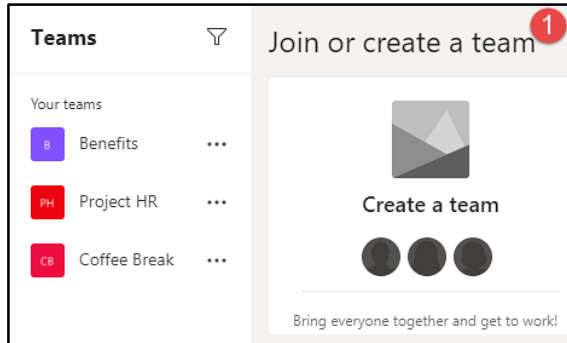
- Use these helpful resources to get started with **Microsoft Teams**:
 - Download and sign into Teams with your TWU user name and password
 - Use the TWU directory in Teams to make voice call, video call or chat
 - Type in a name and employees in the TWU directory will appear in Teams
 - See who's online and available in Teams
 - View who's online by seeing who has a green circle with a
 - check mark next to their name in Teams.



Make a call or chat.

TEAMWORK: Microsoft Teams

- Create teams within **Microsoft Teams**
 - i.e. if you are working on a special project, create a team and add people to it to collaborate on the project. You can also create teams across TWU – not only in your own department. Example with Steps 1-4 below.

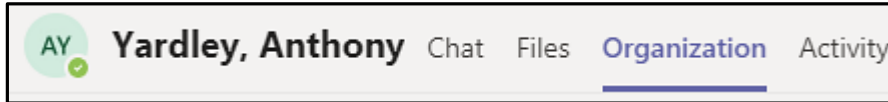


TEAMWORK: Microsoft Teams

- Other **Microsoft Teams** functionality (refer to [Microsoft Teams Video Tutorials](#) for training)
 - Communicate with online instant chat (messaging)
 - [Chat](#) directly with your coworkers or check in with team members either with individual or group chats.
 - Stay connected with [video or audio meetings](#)
 - Make sure you know how to [join a meeting in Teams](#) before a meeting starts.
 - Share your screen
 - [Share your screen in chat](#) or [during a video meeting](#) for easier collaboration and to help the team feel connected to projects that you're working on together.
 - Customize backgrounds
 - Use [background blur](#) if you don't want your background to be a distraction.
 - Turn on subtitles for meetings
 - Turn on [Live Captions](#) under Meeting Controls

TEAMWORK: Microsoft Teams

- Learn about [teams and channels](#)
 - A team is a group of people gathered to get something big done in your organization. Teams are made up of [channels](#), which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project. In channels, [create tabs](#) for important files, websites, or dashboards so the content is available to everyone on the team.
- Use the Organization tab
 - See who someone reports to in the TWU organizational chart when you're having a one-on-one conversation with them.



- Don't forget to keep track of your mute button!



TEAMWORK: Microsoft Teams

- [Pin your favorite 1 on 1 or group chats](#) so they always appear on the upper left.
- Drag and drop your teams so they are in priority order, and [hide](#) teams you don't work in often.
- [Manage notifications](#) in your Profile Settings so you're only getting them when you want to.
- Download **Microsoft Teams** from the app store on your mobile/tablet device so you can conveniently join meetings and collaborate. Even if you don't have a camera or microphone on your desktop or laptop, you use **Microsoft Teams** on your mobile/tablet device.



PRODUCTIVITY: Tips & Tools - The Key to Accomplishment

- Department leaders and group leaders should:
 - Identify department goals, projects and assignments
 - Schedule and implement regular one-on-one meetings between supervisors and employees.
 - Identify and review individual tasks and projects, next steps/barriers, due date and status.
 - Consider utilizing a [one-on-one](#) or [project log](#) form to track progress.
 - Determine whether tasks and projects are meeting objectives and deadlines at each meeting.
 - Establish metrics and goals to track progress of the department.

PRODUCTIVITY: Tips & Tools - The Key to Accomplishment

- Share ideas to enhance productivity (i.e. utilization of **Microsoft Teams**, Google Calendar, Google Drive).
- Discuss ways to organize email accounts, clean up folders, drives, documents, etc.
- Document department [standard operating procedures](#) for regular tasks and assignments.
- Engage in professional development through free resources like [LinkedIn Learning](#), monthly online lunch and learn, webinars, online newsletters, articles and other publications, podcasts, TED Talks, etc.

PRODUCTIVITY: Tips & Tools - The Key to Accomplishment

- Tools within **Microsoft Teams** to improve work productivity:
 - Monitor your activity feed
 - Click on the Activity Tab to stay you up-to-date on the latest conversations and updates.
 - Track notes and action items, share frequently used documents
 - Take notes and share follow-ups in chat.
 - Quick video chat or voice call functionality in Chat
 - Have that quick video chat or call to easily discuss and gather information faster
 - Collaborate Better with Others
 - Stay on task and send a quick message without leaving your current window or project by mentioning a co-worker in the search bar and typing the @message
 - “Like” a message
 - Acknowledge that you’ve read a message or agree without having to type a reply by hovering over a message and clicking thumbs up icon
 - Bookmark a message or content
 - Bookmark a message or attachment for later reading or to find frequently used information.

SOCIAL CONNECTIONS: Tips & Tools - The Key to Maintaining Relationships

- Join one of the University's six [TWU Affinity Groups](#)
- Take advantage of the University's [Workplace Diversity and Inclusion](#) opportunities
- Make up for missing "water cooler" talk
 - To remain connected and avoid social isolation, be deliberate about connecting with your team members and set yourself a reminder to check in with people regularly through email, instant message, phone call or video chat.
 - Start a "water cooler" channel under **Microsoft Teams**.
- Schedule virtual "coffee breaks"
 - Working remotely can feel a bit isolating. It's important to create opportunities for the whole team to get together virtually.

SOCIAL CONNECTIONS: Tips & Tools - The Key to Maintaining Relationships

- Schedule virtual check-ins
 - Participate in round table discussions to enhance social bonding.
 - Maintain TWU's personal campus culture by sharing individual milestones (engagements, graduations, personal accomplishments).
 - Each team member shares one or two events (weekend plans, vacations, kids, pets, etc.).
- Consider using **Microsoft Teams** or another virtual platform for fun activities and challenges to maintain morale.
 - Ideas: team-building exercises, lunch breaks, birthday celebrations, post-work cooking competition

WELLBEING: Tools & Tips - The Key to Thriving

- Engage in activities that prioritize self-care and the care of other team members
 - Encourage each other to maintain and/or even enhance physical activity in both the home and outdoors where appropriate social distancing is possible.
 - Explore virtual and on-campus activities and wellness programs through TWU's [Pioneer Wellbeing](#) and [Fitness and Recreation](#)
 - Keep in contact via phone, email, FaceTime, Skype, and other virtual methods with family, friends, social groups and causes, faith communities, community volunteer involvement, and other support systems.
 - Review counseling, training, wellness and other resources available through the [Employee Assistance Program](#)
 - Check in with team members to offer and receive support
 - Participate in discussions to develop creative ways to balance work responsibilities and home life.
 - Example: if your work space is in your living room, it can be difficult to main work-life balance
- Participate in [TWU's Book-in-Common](#)

WELLBEING: Tools & Tips - The Key to Thriving

- Community Resources
 - COVID-19 Community Resource: Texans can dial 2-1-1 (option 6) for information on COVID-19 and local community resources on health care, utilities, food, housing and more.
 - Social Isolation Support: Free, confidential video chats with volunteers from the fields of psychology, social work, and psychotherapy: <https://www.wearehearted.com/>
 - Move More: Join movers and shakers from across the country for short movement parties every weekday with a fun new activity break sponsored by the American Heart Association. Join live every weekday at 8am, and Monday through Thursday at 8pm by clicking on <https://www.heart.org/en/healthy-living/fitness/fitness-basics/move-more-together>
 - Statewide COVID-19 Mental Health Support Line: Texas Health and Human Services offers a toll-free, 24/7 statewide mental health support line (833-986-1919) to help Texans experiencing anxiety, stress, or emotional challenges due to the COVID-19 pandemic.

Staying Connected: A Guide for Supervisors and Employees

Thank you for completing this training