

Building and Sustaining a Remote Work Culture

It starts with creating connections among members of your community.

What's the Challenge?

Rituals & Traditions

Some things you can do

- Host Spirit Days or themed gatherings
- Create collective challenges to complete together for wellness or self-improvement
- Celebrate accomplishments with staff shout outs

How Education Elements is solving for it

- Every Friday is a themed day such as decades day, hat day, neon day.
- Provided shoutouts during our weekly meetings that acknowledge how our company values have been lived out
- Created different challenges such as #mindfulnoticing tweets and share your work from home spaces and stories via Slack

What's the Challenge?

Trust & Relationships

Some things you can do

- Start each meeting with a [check-in question](#)
- Channel people's passions for self-care into service for the team
- Encourage engagement outside of normal work and meeting times

How Education Elements is solving for it

- Developed [check-in questions](#) questions to connect, focus, and re-center
- Employees have created times together for meditation, yoga, dance, and other fitness activities
- Organized fun virtual events such as trivia, games and happy hour

What's the Challenge?

Clear & Effective Communication

Some things you can do

- Dedicate online channel to share information
- Create a consistent cadence for sharing updates with the team
- Coordinate a committee with defined accountabilities that are shared with everyone
- Distribute surveys and pulse checks to measure effectiveness of communication and initiatives

How Education Elements is solving for it

- Defined a committee + identified roles and accountabilities around planning and sharing information
- Created dedicated Slack channels for updates, resources, and coping as a team
- Provided [updates every Wednesday](#) + hosts an open discussion every Friday for people to process and ask questions

What's the Challenge?

Community Involvement

Some things you can do

- Share daily pre-recorded videos or use live videos on social networks
- Provide office hours and/or surveys for parents to understand their needs
- Create multimedia resources (i.e. newsletter, email, ConnectEd, Twitter, YouTube)

How Education Elements is solving for it

- Our CEO, Anthony Kim shares videos on his [YouTube channel](#) weekly
- Our webinars and offerings are responsive to the needs we see from our clients
- Developed weekly newsletters to highlight resources shared during the week (central location)

What's the Challenge?

Professional Development

Some things you can do

- Virtual 1:1 or group coaching
- Online sessions based on the needs of the organization
- Join virtual PD provided by your state
- Collective listen to a podcast and reflect on it as a group, or host a virtual book club

How Education Elements is solving for it

- Attended virtual sessions outside of our company (i.e. favorites: [Yale: The Science of Well Being](#), [LinkedIn Learning](#), [Brene Brown's: Unlocking Us Podcast](#))
- Shared our learnings via Slack and Twitter by providing notes to team members who could not attend a session

What's the Challenge?

Caretaking

Some things you can do

- Schedule shorter and only essential meetings (consider 50 minute vs a full 60 minutes meetings)
- Encourage the use of "commute time" for family time or/and self-care time
- Extend patience and grace if a kid or a pet shows up on camera during meetings

How Education Elements is solving for it

- Shared pictures and anecdotes on Twitter/Slack of how we are balancing work and life
- Established a dedicated Slack channel for #parentsofEE to share tips, ideas, and personal stories and make it a space to vent
- Created EE Kids - virtual storytime, science experiments, and more - to keep the kids interacting with others