

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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