



Leading from Afar

Pandemic Leadership Playbook

(Bamboo HR Slides & Additional Resources)



with

Christopher Littlefield
Founder of Beyond Thank You

www.beyondthankyou.com

Hello Everyone!

It was great to meet you virtually. Thank you Robyn and the Bamboo HR Team for all the work behind the scenes to make this session possible. I know our presentation was brief, but I hope you left with a few insights and action ideas. If you have any questions, reflections, or feedback, please feel free to email or call me at any time (my contact information is below).

Below, you will find a pdf copy of my slides, links to the handouts, a few free resources and articles I thought you may enjoy. You will also find information about a few of my virtual programs.

Thank you for attending my session and I look forward to staying in touch.

Best,
Chris

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[Please feel free to connect on LinkedIn](#)

THE BOOK

The book includes

- Get to Know You Activities
- Check-In/Debrief Process
- Simple Ways to Laugh and Play Together
- Ideas and Activities to Keep Learning and Growing Together from Afar.
- Celebration and Recognition Ideas



[Get your copy here](#)

available at
amazon



"Great practical tips! I love the goodness that Chris Littlefield puts out into the world. Downloaded this wonderful book and am using many of the tips already. Highly recommend!"

Chester Elton

Apostle of Appreciation
New York Times Best Selling Author of All In & Carrot Principle



"Managers looking to develop fortified bonds among their teams, Chris has delivered a textbook reference for building an emotional bridge within company culture."

Dorie Clark

Duke & Columbia Business Professor,
Author of Stand Out and
Top 50 Business Thinker in World -Thinkers 50



"Finally a RELIABLE resource for strengthening remote teams."

Ron Carucci

Managing Partner, Navalent and
Bestselling author of Rising to Power



Handouts & Additional Resources



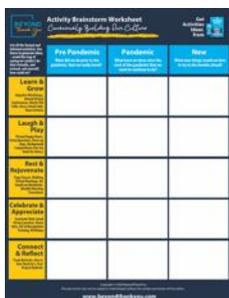
COVID-19 Resources

- Sample Meeting Agendas
- Questions to understand employee needs
- Conscious Transition process



Team Relationship Building Self-Assessment

10 Question Assessment to reflect on how you are really doing with your team.



Remote Culture Brainstorm Tool

A simple process to map out a plan to transition your cultures online for the months ahead



Virtual Retreat Planning Form

Step by step guide to plan an engaging and meaning virtual team retreat.

HARVARD BUISNESS REVIEW ARTICLES

[How to Give and Receive Compliments at Work](#)

[How to Be an Empathetic Remote Coworker during the COVID-19 Crisis](#)

[7 Fun Ideas to Make Your Team Meetings More Engaging](#)

[What to Do When Praise Makes You Uncomfortable](#)

[How to Give Difficult Feedback to Your Direct Report](#)

FORBES

[How To Run A Virtual Team Retreat](#)

[5 No-Cost Ways To Recognize Remote Employees](#)

[Are You Virtually Self-Aware?](#)

Please Note: The hyperlinks to Forbes articles do not always work when embedded in PDF's. If the links do not work search "Christopher Littlefield Forbes" and you will find them.



[Sign up for "The Nudge"](#)

(Every other Wednesday, I send tips, videos, activity ideas, free downloads, and reminders to better take care of ourselves and our people.)



[Please feel free to connect on LinkedIn](#)

INTERACTIVE VIRTUAL TRAININGS

As return to work dates get pushed further and further away, it is time to stop waiting for the storm to pass and learn to thrive in our new reality. You have given leaders the technology to connect, now give them the tools and activities to make those connections meaningful and engaging. Here are four interactive virtual programs that will actually help your people at both work and home:

Pandemic Leadership Playbook

Give Leaders a roadmap and abundance of concrete activities to curate an engaging remote team culture without investing more than 15 minutes of planning each week.

Being Resilient in a Pandemic

Give Leaders practical strategies to better manage stress and stay at their best in the midst of the pandemic. They will learn to understand their stress and recovery cycle and leave with four proven strategies that trigger our parasympathetic nervous system to rest and recovery.

The Art of Recognition & Feedback

Train your leaders in the most fundamental leadership imperative:
How to give and receive recognition and feedback.

Custom Virtual Retreats & All Staff Events

Interested in holding your annual leadership retreat or employee appreciation event remotely? Let us help you design an interactive event your people will love!

www.beyondthankyou.com/interactive-virtual-programs

L.L.Bean

"CHRIS'S ENERGETIC PRESENTATION WAS JAM PACKED FULL OF PRACTICAL EXERCISES AND INSIGHTFUL PERSPECTIVE. ABSOLUTELY WORTH MY TIME TO ATTEND. HIGHLY RECOMMEND!"

-AMY SPOONER
DIRECTOR, CREATIVE OPERATIONS AT L.L.BEAN



"I ALREADY HAVE 3 NEW ICE BREAKERS TO USE WITH MY LEADERSHIP TEAM AS A RESULT OF THIS WORKSHOP."

-SENIOR IT MANAGER



IT WORKED! THANKS AGAIN FOR YOUR WORKSHOP. WE JUST HAD OUR BEST LOCKDOWN STAFF MEETING SO FAR, THANKS TO YOUR TECHNIQUES.

-MICHAEL LODGE
SECRETARY GENERAL INTERNATIONAL SEA BED AUTHORITY



I AM HUMBLED BY HOW MUCH YOU GAVE IN 90 MINUTES, I APPRECIATE YOU GOING ABOVE AND BEYOND FOR OUR TEAM. WHAT YOU SAID, AND HOW YOU SAID IT, WILL STAY WITH MY TEAM FOR MANY MONTHS, IF NOT YEARS TO COME. THANK YOU!

-DEPUTY REPRESENTATIVE -UNICEF



CHRIS FACILITATED A VIRTUAL TEAM OFFSITE FOR US, WHICH PROVIDED A DEDICATED TIME AND SPACE FOR US TO COME TOGETHER AND TRULY GET TO KNOW EACH OTHER PERSONALLY AND PROFESSIONALLY. THE ENTIRE TEAM FOUND GREAT VALUE IN THE SESSION AND IS BETTER EQUIPPED TO WORK TOGETHER MOVING FORWARD. THANK YOU, CHRIS!

-LACIE WORTH
PERFORMANCE & CROSS -BOARDER MANAGER FACEBOOK



Christopher Littlefield Founder of Beyond Thank You

Christopher Littlefield is an International and TEDx Speaker specializing in Employee Appreciation, Recognition, and Employee Engagement and the founder of Beyond Thank You. He has trained thousands of leaders, across six continents, on how to understand what their people want and need to be at their best. His clients include Accenture, Lebanese Postal Service, Boston Medical Center, Reserve Bank of Australia, Salesforce, the U.S. Army & Air Force, the United Nations, and more. His work has been featured in New York, Mindful, and British Psychologies Magazines, and profiled in Harvard Business Review. Chris is a regular contributor to Harvard Business Review Ascend.

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BEYOND Thank You

Leading from Afar

Pandemic Leadership Playbook

Christopher Littlefield
Founder of Beyond Thank You

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Christopher Littlefield
Founder of Beyond Thank You

- International & TEDx Speaker specializing in Employee Appreciation, Recognition and Workplace Culture
- Regular Contributor to Harvard Business Review & Forbes
- Author of **75+ Team Building Activities for Remote Teams**

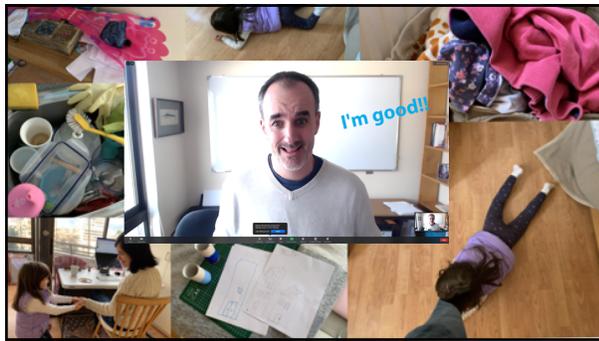
75+ TEAM BUILDING ACTIVITIES

REMOTE TEAMS

Clients include:

United Nations, MetLife, Fidelity, Novartis, Kraft Foods, J.J. Bean, ICRC, Facebook, Boston Medical Center, Logitech

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Pulse Check Questions

What is Your Energy Level Today?

1 ————— 5 ————— 10+

Please Share Your Thoughts in Chat

In your next virtual meeting, instead of asking people how they are doing, ask them to report the chat window and type the number that best represents their response to one of the following questions:

Energy Level: What is your energy level right now, from 1 (completely drained) to 10 being fully charged?

Support: How supported do you feel right now at work, from 1 (not supported at all) to 10 (fully supported)?

Communication Effectiveness: How do you feel we are communicating on our team, from 1 (not communicating well at all) to 10 (communicating clearly, efficiently, and at our best)?

Feeling Valued: How valued do you feel right now at work, from 1 (not valued at all) to 10 (having the experience of being fully valued)?

After everyone has written their number, follow up by asking if anyone wants to share why they chose the number they did and if there is anything you or the team could do to help move that number up.

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Welcome Question:

What were you doing five minutes before this meeting?

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Free Tools & Resources

Team Relationship Building Self-Assessment

Remote Team Culture Brainstorm Activity

COVID-19 Resources

Virtual Retreat Planning Form

Sign up for "The Nudge" mailing

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Quote

“Virtual teammates are 2.5 times more likely to perceive mistrust, incompetence, broken commitments, and bad decision making with distant colleagues than those who are co-located. Worse, they report taking 5 to 10 times longer to address their concerns.”

-Joseph Grenny, Vital Smarts

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Leading a Remote Team
Pandemic

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Uncertainty

**Uncertainty makes movies exciting
but makes life exhausting.**

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BEYOND
Work-life

Qualtrics & SAP
2700 Employees
10 Industries
March/April 2020

Covid-19 & Mental Health

Employees Reported the following:

- 75% feel more Socially Isolated
- 67% report Higher Levels of Stress
- 57% feel Greater Anxiety
- 53% feel more Emotionally Exhausted

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All we can do is take care of the runners and work with the pieces we have today.

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The Remote Relationship
Virtual Meetings
Check-ins
Chats
Calls
Texts
Emails
Social
In Order to Engage Remote Employees, You must Engage with Them.

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At the Heart of the Matter
People need to know we appreciate and value who they are, what they contribute, and what it takes to do their job each day.
Understand what each person is dealing with at home/ Being flexible
Stay in touch daily/weekly
Make it safe to ask for help
Be forgiving and patient
Make it ok to not be perfect
Nurture a culture of gratitude
Have fun

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Team Relationship Building Self-Assessment
Question: How are you really doing at building relationships as a team?
75+: Keep It Up!
50-74: Step It Up!
<50: Start It Up!

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Using Virtual Meetings and Interactions to Strengthen Team Relationships
Simple Ways to Build Trust, Strengthen Communication, and Laugh Together from Afar During this Crisis

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1/6 Rule
For every hour of meeting time, devote ten minutes to relationship building. (Does not need to be all at one time.)
For every six meetings, devote one fully to relationship building/team development.

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**Connection before Content
& Gratitude before Goodbye**

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5 Things that should be on every virtual meeting agenda!

- Acknowledgment of Dynamics
- Personal Check In's
- Organization/ Situation Update
- Time for Fun
- Thank You

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Build Connection:

- Meet the Family
- Question of the Day
- Show & Tell
- Remote Office Set Up
- My World Backgrounds



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Fun

- Virtual Have You Ever
- Freeze
- Moving Troll
- Dress Up Day; Virtual Mullet (Business on Top/Athletic wear on the Bottom)
- Organize a Virtual Scavenger Hunt



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Celebrate & Appreciate (Virtual Weekly Ritual)

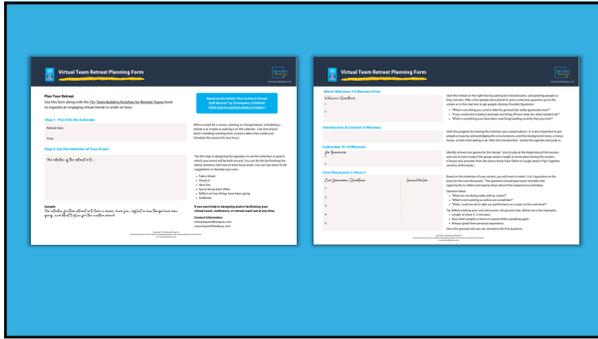
- Flexibility & Understanding
- Small Victories Practice
- Virtual Handwritten Thank You Note (Not an E-card!)
- Team Shout Outs
- Thankful Thursday & 22 Gratitude Prompts



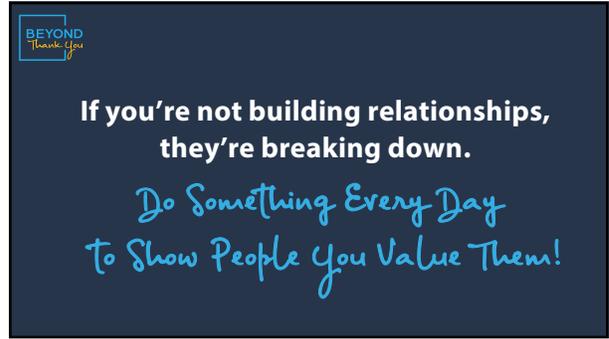
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Gratitude Prompt:
What experiences have I had recently that I appreciate?

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