

Get a Good Start	Virtual video kick-off meeting with time for ice-breakers and intros Fun fact sheets with pictures, interests, family, etc
Make Vulnerability OK	As part of the “good start”, share what you believe are growth areas for you and invite others to do the same. Admit when you don’t know something (or when you make a mistake)
Clarify Roles	Make sure everyone knows who does what Distribute a reference sheet with roles, contact info, location, etc
Recreate the “Watercooler”	Make time for socializing and storytelling on calls/meetings Invite people to reveal themselves little by little
Prioritize Follow-through	Be consistent Take “virtual” commitments seriously—treat punctuality for a phone call as seriously as you treat punctuality for a face-to-face meeting
Be Transparent	Communicate regularly and frequently Be mindful of accidentally excluding team members Talk openly about trust
Maintain Open Doors	Share your calendar Be “available” on Skype or Yammer Respond promptly to questions, emails, voicemails, etc
Demonstrate Respect	Assume positive intent. Consider time zones, work load, competing priorities. Treat team members like human beings.