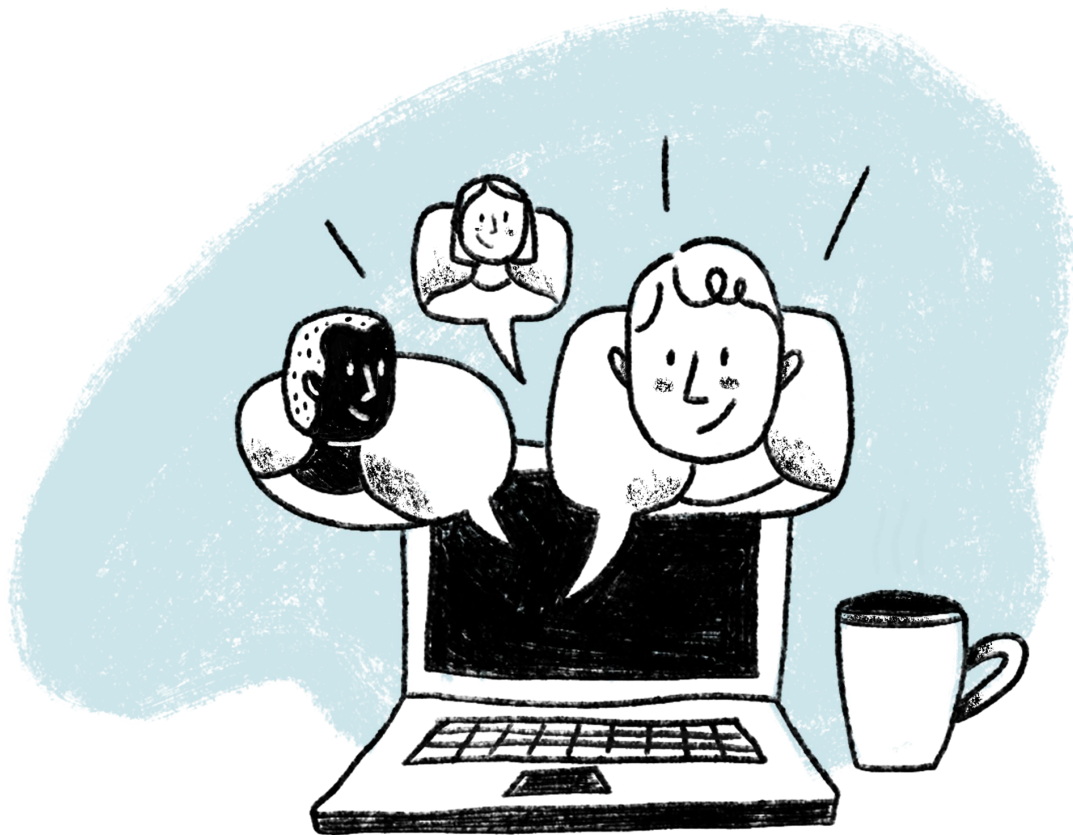


Checklist:

Does your team demonstrate
virtual intelligence?



As you may have noticed, working remotely requires more adjustments than setting up a home office. Indeed, working remotely requires the development of different relational skills.

Some people adopt them naturally, others less so. But for a **team** to continue to cultivate effectiveness, engagement, and agility despite distance, there are behaviours that must be adopted by all team members.

Use this checklist to find out if your team embodies the 10 key skills of virtual intelligence and to identify your main area for improvement.

SELF-AWARENESS

1. Kindness

The ability to be kind and considerate

- You maintain reasonable start and end times.
- You make sure that no one is left out or feels isolated or excluded.

2. Learning

The ability to recognize that we don't know everything and that we can make mistakes when trying new things

- You take stock at regular intervals of what is working well and what could be done differently in the team.
- You respect each person's pace and ability to assimilate new ways of doing things.



3. Proactivity

The ability to take the initiative, not to be passive or in waiting mode

- You are comfortable taking the lead and communicating with your colleagues to find out how they are doing.
- You help each other and lend a hand to your colleagues working on priority projects.

CLOSE CONNECTIONS

4. Psychological proximity

The ability to feel close to each other, despite the distance

- You check in regularly with your colleagues to see how they are doing (e.g., individual stress levels, feelings of isolation).
- You deliberately organize moments to share and celebrate your efforts and achievements.

5. Trust

The ability to rely on each other

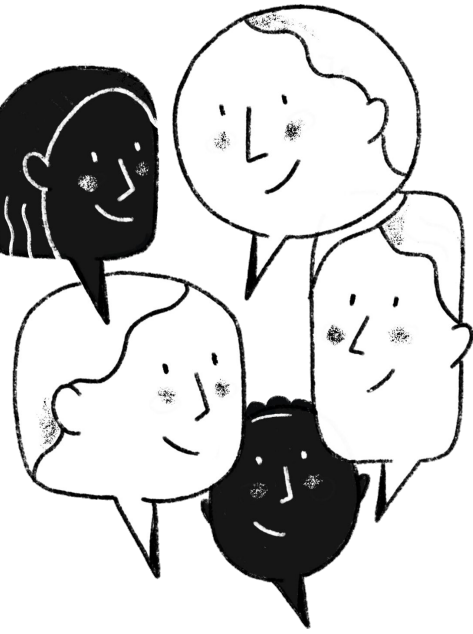
- You meet your commitments and deadlines and inform your colleagues if there is a delay or issue.
- You are comfortable discussing sensitive topics and exchanging constructive feedback.

TEAMWORK

6. Communication

The ability to communicate well in a team

- You ensure that the communication guidelines and channels to be used are clear to all (e.g., texting for emergencies, routine email communication and response within 24 hours...).
- You know quickly if your colleagues are available to be contacted or not.



7. Team standards

The ability to establish rules that "prescribe" the behaviour of team members

- Your team's standards (what is acceptable and what is not) are clear and there is shared understanding.
- If a team member observes behaviour that goes against the standards, the team member addresses it without hesitation.

8. Collaboration

The ability to work together

- You have the reflex to share relevant information with your colleagues to enable them to move forward in the best possible way with their projects.
- You are all working for collective success, not for your own personal gain.

ORGANIZATIONAL SUPPORT

9. Digital agility

The ability to adapt our behaviour in a context of constantly changing technology

- You change technologies when you feel that there is a better way or that a tool has little impact.
- You help each other use different technologies.

10. Autonomy

What the organization can do to support autonomy

- You have the resources and the leeway to get the job done.
- You have effective monitoring and support mechanisms to move forward and to grow.

So, does your team embody the 10 key skills of virtual intelligence? If so, hats off to you! If not, rest assured that it is possible to develop them with ease.

Discover our [ready-to-train kits](#), which allow you to quickly educate your teams on the best practices to adopt for a specific skill.

And if your team wants to boost the way you collaborate remotely, transforming your behaviors in a sustainable way, our [Virtual Intelligence path](#) is for you.

In any case, we can provide you with a turnkey solution adapted to your needs. [Contact us!](#)

