



Working Together in a Global Company

My seven suggestions to effectively collaborate with remote colleagues

#1

Know Every Collaboration Tool

Technology is the key



Chat



Wiki



Ticketing



Video Conferencing



Whiteboard



Documents



Files



Other

#2

Communicate Asynchronously

Start using issue mentions and chat tools

Stop writing tons of emails...

Chat and Ticketing tools are way better!

But remember they are **public**...
...the entire team can read them

*Use these tools even when working from the
same location*



Consider to schedule a call

Communicate asynchronously is not
always the best choice

For a long discussion,
consider to **schedule a call**

Remember to wear a headset!

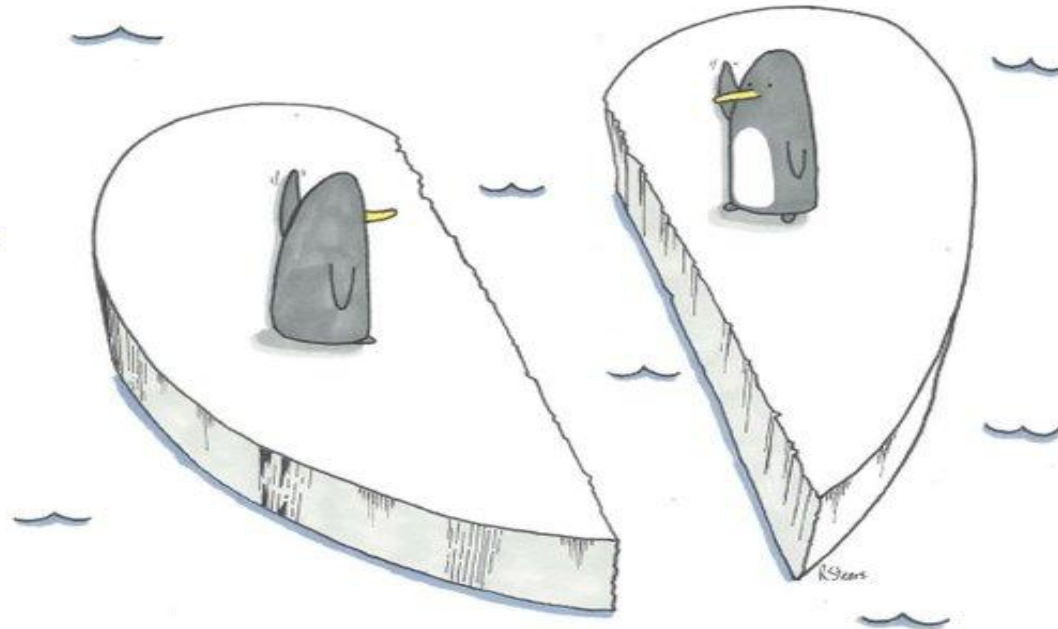


#3

Communicate Your Status

Keep in mind people can't see you...

People can't see you at home...



...and can't see you in the office!



Start the day like this

09:58 **Saverio Ferrara** Good morning 🌞



Declare what you are working on

10:21 AM **Saverio Ferrara** Hey, can you explain why there is no `private`
`List<Operation> operations;` in `com.fsferrara.calculator.Core` and it
still works without?

10:21 AM **Pellegrina Vittoria** Let me have a look

#4

Plan The Future

Daily stand-up

Talk about the past...

...but focus on the future!



#5

Do Be Seen

Do you normally wear a bag in the office?



Do you normally wear a bag in the office?

Why hide your face during an online meeting?

Non-verbal communication is missing



Set a profile picture

Many tools accept profile pictures!

Upload and/or update profiles picture with a recent photo of you.



#6

Meet in Person

Take the time to meet your work-friend

After all, meeting in person can't be replaced :-)



#7

Say Thank You

Publicly thank those who helped you

It is always nice to receive thanks and make future collaborations easier



Thank you!



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