

How to set up a

# Virtual Coffee & Networking Programme

When the majority of your workforce is home-based, bespoke initiatives to help people forge meaningful relationships is critical for wellbeing, collaboration and productivity. Here's our guide to successfully launching monthly Virtual Coffee Meet Ups, where colleagues from across the business are paired together each month.



1

Assign a Coordinator to own and drive the initiative.



2

Coordinator writes initial email, introducing initiative, asking for sign ups.



3

Coordinator creates spreadsheet of opt-ins: Name, Job title, Division, Location, Length of service. Info needed to ascertain whether colleagues already know each other.



4

Coordinator pairs people who don't know each other.



5

Coordinator sends email to all participants, detailing their pairings, reminding them how it works and asks for feedback after they've met. Pairings arrange their own date/time.



6

Coordinator sends monthly email to all staff, offering opportunity to be involved and shares feedback.

## Top Tips

- Ensure regular feed of communications to encourage sign ups.
- Keep it optional – people can opt in/out monthly.
- Collect enough data at sign up to ascertain who knows who already.
- Make sure you use technology that allows people to see each other when they meet remotely e.g. MS Teams or Skype.
- Encourage people to talk about whatever they want – don't prescribe.
- If someone can't make their meet up, they must tell the Coordinator.
- Everybody has a responsibility to make this work.
- Have a senior level champion and encourage involvement from your SLT.

Interested in further remote working tips?



@CorndelTraining



info@corndel.com



@Corndel-Ltd