

## Best Practices-Leader Check List

Check List	
<p><input type="checkbox"/> <b>Structured Meetings</b></p> <ul style="list-style-type: none"> <li>○ Reg. team meetings &amp; 1:1's</li> <li>○ Provide agenda &amp; set expectations for virtual meetings</li> <li>○ Recap action items and send out after the meeting</li> <li>○ Show empathy &amp; sense of humor/have fun!</li> </ul>	<p><input type="checkbox"/> <b>Motivating Team Members</b></p> <ul style="list-style-type: none"> <li>○ Check-in with your team in team meetings &amp; 1:1's</li> <li>○ Be positive-highlight successes</li> <li>○ Ask how your team members are doing &amp; what assistance they might need</li> <li>○ Encourage team members to stay connected via social networks, maintaining a regular schedule &amp; working out</li> </ul>

Check List	
<p><input type="checkbox"/> <b>Tech Collaboration Solutions</b></p> <ul style="list-style-type: none"> <li>○ Check to see what technical solutions your organization provides</li> <li>○ Platforms: WebEx, Skype, Zoom, GoToMeeting</li> <li>○ Check with IT if you want to use other virtual collaborating tools in your BU/Team</li> <li>○ Make sure other collaboration tools are secure /not duplicative</li> </ul>	

## Managing Virtually-Leader Resources

Resource & Instructions	Link
List internal credit union resources that will be helpful for your leaders	
<p><b>Cornerstone is providing free resources</b></p> <ul style="list-style-type: none"> <li>• Coronavirus</li> <li>• Stress Management</li> <li>• Working from Home</li> </ul> <p>Click on the link and fill it out the requested data—you get access right away</p>	<p><a href="#"><u>Cornerstone Cares</u></a></p>
Are You Leading Through the Crisis ... or Managing the Response?-Harvard Business Review	<p><a href="#"><u>Are You Leading Through the Crisis...</u></a></p>
8 Ways to Manage Your Team While Social Distancing-Harvard Business Review	<p><a href="#"><u>8 Ways to Manage Your Team While Social Distancing</u></a></p>
Coping with Fatigue, Fear, and Panic During a Crisis-Harvard Business Review	<p><a href="#"><u>Coping with Fatigue, Fear, and Panic During a Crisis</u></a></p>