

## Remote Poll Results

### **3. Please give an example of how someone at work has communicated appreciation to you.**

The following answers were provided (these are examples of the most common types of answers given, along with some unique ones):

- \* Invitation to virtual chats.
- \* Quick thank you emails for their work on a project.
- \* Bi-weekly meetings with my supervisor— her spending time to talk to me was important.
- \* Having “coffee” via Skype to catch up on life outside of work.
- \* Sending copies of books that the local team is reading.
- \* Sending funny pictures based on recent conversations.
- \* Receiving a hand-written card with a personal touch.
- \* Making a personal phone call to check in.
- \* Communicating in a group meeting what I had done in front of the rest of the team.
- \* Sending “celebration kits” including some small gifts and food.
- \* Sending a food truck to their building.
- \* Various gifts, a box of candy, flowers, Starbucks card, t-shirts.
- \* Managing emails or phone calls once a day instead of multiple times a day to respect my time management.
- \* Allowing a co-worker to call and “vent” and share their frustration.
- \* Being available to them during difficult times.
- \* Making sure the remote worker is brought up-to-date on other issues going on in the office.
- \* Sent a pebble to my office with the slogan “You Rock” on it.
- \* Bought me lunch and had it delivered to me.

- \* Making sure during team meetings that other team members know what I have accomplished.
- \* Having a handwritten note sent to my home address.
- \* Purchasing a video camera so the remote member can join in on the team meeting.
- \* Remembering special occasions such as birthdays or anniversaries and make sure the team signs it and sends it in the mail.
- \* Emailing me just to ask about my personal life.
- \* Leaving a voicemail to thank me for something I did.

**4. Please share any suggestions you have for making communicating appreciation to/from remote employees more effective.**

- \* Don't leave the remote worker out of what you're doing in the office.
- \* Respond quickly to emails.
- \* Send care packages by a courier with small items the person would value.
- \* Make sure the remote workers get credit for what they do.
- \* When you are able to see your distant employee in person, make sure that time is special.
- \* Send a physical card for birthday, "sorry for your loss", and have people in the office sign it.
- \* Use humorous means on the internet to brighten a person's day.
- \* Utilize handwritten cards.
- \* Utilize video conferencing (Skype, Go-To-Meeting, Zoom)
- \* Electronic cards and electronic gift cards
- \* Send gift cards by mail.
- \* Put appreciation on your calendar. Schedule a time to think about it and do it.

- \* Make sure that issues discussed in the main office are shared with remote employees.
- \* Creating a Slack channel specifically for appreciation has been helpful.
- \* Schedule time to talk and express appreciation.
- \* Use face-to-face (video) rather than the phone or email.
- \* Ask specific questions about what is going on in their life and start by sharing your own information about yourself first.
- \* Utilize Slack for business to be able to communicate across different time zones.
- \* Send handwritten thank you notes to a person's home address.
- \* "Checking in" to see how their day is going.
- \* Make travel arrangements for the remote employee to join an annual company celebration or holiday party.
- \* Acknowledge work efforts and projects in a timely manner.
- \* Be personal and friendly. Remember a small detail about them and their family.
- \* Review what actions are important to them and use those.
- \* Get to know your people so you can be genuine and specific.
- \* Scheduling Skype calls to just "catch up" on how things are going for them.