

# Mintago

## CHECK-IN CHECKLIST

### Your engagement checklist

*Ways to keep your teams engaged – no matter where they're based*

#### Workplace essentials

**Make sure your people have what they need to do their best work**

In the office

- Set up hot-desking
- Add hybrid tech to your meeting rooms
- Introduce collaboration areas
- Provide bookable desks and spaces

At home

- Provide a remote working budget
- Make sure your employees have up-to-date laptops (if needed)
- Recommend ergonomic chairs, monitors and webcams

#### Social

**Foster strong working relationships between your employees**

- Plan regular team and company-wide activities
- Encourage teams to come into the office on the same day
- Create non-work messaging channels for socialising virtually
- Host daily quizzes/games

#### Communication

**Keep everyone in the loop, no matter where they're working**

- Regularly communicate company goals and performance
- Encourage teams to hold daily stand ups
- Introduce peer-to-peer recognition and awards
- Set up regular pulse surveys

#### Wellbeing

**Help your team look after their mental and physical wellbeing**

- Offer virtual counselling sessions
- Provide online professional/personal development resources
- Shorten your default meeting lengths
- Offer flexible hours

