

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

