

THE ASSEMBLY

BROUGHT TO YOU BY:

ERG O + BRANDWALK

ABOUT US

INTRODUCTIONS



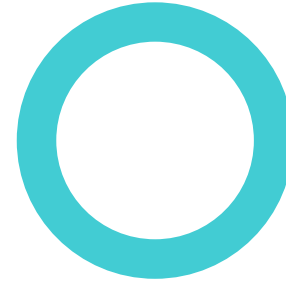
Neil

Heading up the digital and web team as Development Director for Ergo Creative, with over 16 years experience from clients such as Shell, GSK, Thompson Scientific and Diageo.



Tom

Leading creative and an Industrial Designer, founder and director of Ergo Creative. Having worked for brands such as Unilever, P&G, Coca-Cola, & Mastercard Tom has a wide experience to call on, designing stand-out projects.



The Panel

Our panel has a wealth of experience:

Richard – Business Dev. Dir.
(E.g. Experian, NAE, long-term FTSE 100, AIM clients, Educational, Sporting and Business Charities, such as Business in Community.)

Sarah – Account Director
(managing workflows with Mastercard, Cadent Gas, Contis and large-scale events e.g. Jockey Club, Ascot, Goodwood, Lords)

INTRODUCING THE ASSEMBLIES

THE  ASSEMBLY

THE **COMMS.** ASSEMBLY

THE **CREATIVE.** ASSEMBLY

THE **BUSINESS.** ASSEMBLY

THE COMMS. ASSEMBLY

SERIES 1 | EPISODE 2

TIPS TO
IMPROVE YOUR
VIRTUAL TEAM'S
WORKFLOW

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WHAT IS WORKFLOW?

The steps in which real work is done.



WORKFLOW IN A VIRTUAL TEAM?

Relationships and comms along the chain of authority will influence the workflow in a team, particularly a virtual one!



HOW TO IMPROVE WORKFLOW?

4 AREAS TO WORK ON

1.

MANAGE AND
VALUE TIME,
RECOGNISE
CONTRIBUTION

2.

SET
TRANSPARENT
GOALS AND
EXPECTATIONS

3.

MINIMISE
CHANNELS,
MAXIMISE
COMMS!

4.

USE SOFTWARE
AND
TECHNOLOGY
EFFECTIVELY

1.

MANAGE AND VALUE
TIME, RECOGNISE
CONTRIBUTION

VALUE
EVERYONE'S
TIME



MANAGE TIME & TRACK PROGRESS



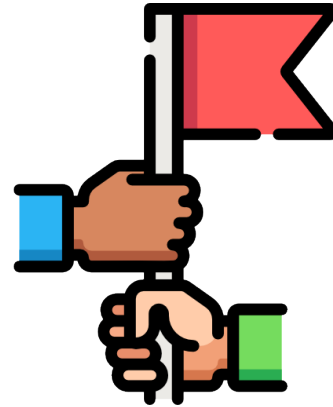
RECOGNISE & INCENTIVISE CONTRIBUTION



2.

**SET TRANSPARENT
GOALS AND
EXPECTATIONS**

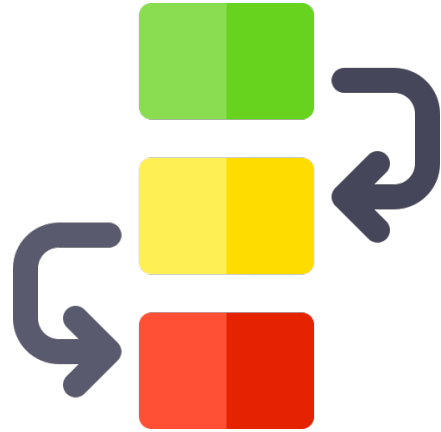
**BE GREAT WITH
EXPECTATIONS**



SET CLEAR TARGETS & DEADLINES



REDUCE WORKFLOW DISRUPTION



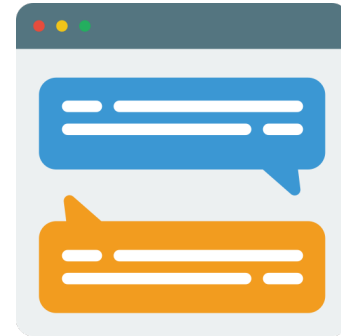
3.

**MINIMISE CHANNELS,
MAXIMISE COMMS!**

STANDARDISE COMMS PLATFORMS



MINIMISE COMMS CHANNELS



**SOCIALISE. IT'S
PRODUCTIVE!**



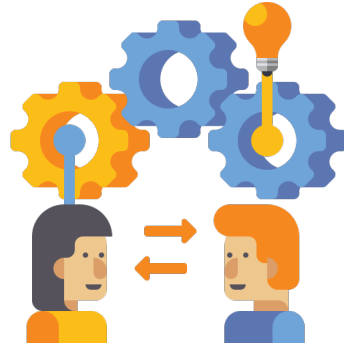
PRIORITISE UNINTERRUPTED BLOCKS OF TIME



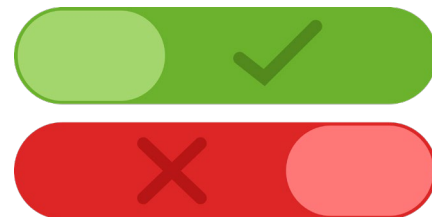
4.

USE SOFTWARE AND
TECHNOLOGY
EFFECTIVELY

ONLY USE
TECH THAT
IMPROVES
FOCUS



IT CAN BE
FREE TO
ENABLE



INVEST IN
THE BEST
AND SEE ROI



DASHBOARD
DASHBOARD
DASHBOARD.



Q & A



Q&A / SUMMARY

1. MANAGE & VALUE TIME, RECOGNISE CONTRIBUTION

- Value everyone's time
- Manage time & track progress
- Recognise & incentivise contribution

2. SET TRANSPARENT GOALS AND EXPECTATIONS

- Be great with expectations
- Set clear targets & deadlines
- Reduce workflow disruption

3. MINIMISE CHANNELS, MAXIMISE COMMS!

- Standardise platforms
- Minimise channels
- Socialise
- Prioritise time blocks

4. USE SOFTWARE & TECHNOLOGY EFFECTIVELY

- Only use tech that improves focus
- It can be free to enable
- Invest in the best and see ROI
- Dashboard!

Want to discuss your team's workflow?

Book a call with us by contacting:

E. hello@theassembly.uk

W. theassembly.uk

THE  **ASSEMBLY**