Resources for Virtually Engaging Coalition Staff and Members – June 3, 2020

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1. **General Virtual Management Tips for Coordinating Your Coalition and Team**

https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers

Managers: Here’s a 7-Step Practical Guide to Leading a Remote Team (as well as how to integrate into Trello)
https://blog.trello.com/how-to-manage-a-remote-team

Challenges to Managing Virtual Teams and How to Overcome Them – Harvard Division of Continuing Education
https://blog.dce.harvard.edu/professional-development/challenges-managing-virtual-teams-and-how-overcome-them

10 Ways to Successfully Manage Virtual Teams (entrepreneur.com)
https://www.entrepreneur.com/article/244197

Guidance for Managers of Virtual Teams – University of Massachusetts Amherst (Response to the COVID-19)

The Ultimate List of Virtual Team Technology Tools (thecouchmanager.com)
https://www.thecouchmanager.com/the-ultimate-list-of-virtual-team-technology-tools/

Forbes – Top 15 Tips to Effectively Manage Remote Employees
https://www.forbes.com/sites/forbescoachescouncil/2018/05/30/top-15-tips-to-effectively-manage-remote-employees/#1ff9b5b503c

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2. **General Resources for How to Successfully Set Up and Use Slack as a Communication Tool**

What is Slack?
https://slack.com/help/articles/115004071768-What-is- Slack-

Your Guide to Working Remotely in Slack
https://slack.com/resources/using-slack/slack-remote-work-tips
Slack Tips, Tricks & More – Slack Official Help Center
https://slack.com/help/categories/360000049063-Tips-tricks-more

YouTube Slack Official Channel – Getting Started on Slack Video Tutorials (9 Videos)
https://www.youtube.com/playlist?list=PLWlxxtQ7fUb1WqLJDqJFGQsAXU7CjoGz

YouTube – How to Use Slack (Howfinity)
https://www.youtube.com/watch?v=7YUTc4Cigc8

A Complete Guide to Using Slack with a Remote Team (Inc.com)

How to Use Slack: 19 Tips in Advanced Slack Tutorial (Okdork.com)

3. **General Resources for How to Successfully Set up and Use Trello as a Project Management Tool**

Trello 101 – Official Page

Trello Guide: Create A Board – Official Page
https://trello.com/guide/create-a-board

Trello Guide: Collaboration – Official Page
https://trello.com/guide/collaboration

Trello Guide: Create A Team – Official Page
https://trello.com/guide/create-a-team

Trello Guide: Team Administration – Official Page
https://trello.com/guide/team-administration

Trello Guide: Pro Tips – Official Page
https://trello.com/guide/pro-tips

YouTube Trello Official Channel – Intro to Trello (5 Videos)
https://www.youtube.com/playlist?list=PL4H_oPRK80z43eP8oSy8xWi1AqqX-oLvW

YouTube Trello Official Channel – Trello Tutorials (5 Videos)
https://www.youtube.com/playlist?list=PL4H_oPRK80z5Rq0aBNxeeS5sVPyDrNXCh

YouTube Trello Official Channel – Webinars (15 Videos)
https://www.youtube.com/playlist?list=PL4H_oPRK80z4069RS-Mt2zJJ1Jg2QLZ9

Using Trello for Project Management: An Easy, Step-by-Step Guide (Hubstaff Blog)
https://blog.hubstaff.com/trello-project-management/
10 Trello Tips Guaranteed to Make You More Productive (pcmag.com)
https://www.pcmag.com/how-to/10-trello-tips-guaranteed-to-make-you-more-productive

YouTube – Beginner’s Guide to Using Trello for Project Management (Technology for Teachers and Students)
https://www.youtube.com/watch?v=zzwovrD0vM4&feature=youtu.be

4. **General Resources for How to Successfully Set Up and Use Asana as a Project Management Tool**

Asana Guide – Official Page Videos
https://asana.com/guide/videos

Asana Official Blog – How to Structure Your Work in Asana
https://blog.asana.com/2020/05/asana-tips-structure-work/

Asana Official Blog – Five Expert Tips for Running Effective Virtual Meetings
https://blog.asana.com/2020/04/tips-effective-virtual-meetings/

Asana Project Management – All You Need to Know to Be an Asana Hero (HiveDesk)
https://www.hivedesk.com/blog/asana-project-management/

How to Use Asana for Project Management: The Complete Guide (Hubstaff Blog)
https://blog.hubstaff.com/how-to-use-asana-for-project-management/

YouTube Asana Official Channel – How to Asana (36 Videos)
https://www.youtube.com/playlist?list=PLJFG93oi0wJDmccrrEbbZha0v64Jo63K8

YouTube Asana Official Channel – Asana Product Tips (24 Videos)
https://www.youtube.com/playlist?list=PLJFG93oi0wJAIuwyOhlGWHdtJzlryzBy

5. **General Resources for Fostering Fun and Team Building in a Virtual Environment**

52 Virtual Team Building Activities to Boost Remote Employee Morale in 2020 (Snacknation.com)
https://snacknation.com/blog/virtual-team-building/

The Best Virtual Team Building Activities, According to Full-Time Remote Workers (Atlassian.com)
https://www.atlassian.com/blog/teamwork/virtual-team-building-activities-remote-teams

11 Ways to Keep Morale High with Virtual Team Building (Learning Hub)
https://learn.g2.com/virtual-team-building

Distance is No Match for These Remote Team-Building Activities (Slack Blog)
https://slackhq.com/remote-team-building-activities

Tips for Leading an Effective Virtual Team Building for Your Remote Team (Thrive Global)
https://thriveglobal.com/stories/tips-for-leading-an-effective-virtual-team-building-for-your-remote-team/
8 Ways to Manage Your Team While Social Distancing – Harvard Business Review
https://hbr.org/2020/03/8-ways-to-manage-your-team-while-social-distancing

10 (Not Lame) Virtual Team Building Activities (Weekdone.com)
https://blog.weekdone.com/10-not-lame-virtual-team-building-activities/

20 Strategies & Tricks on Team Building for Remote Teams (Cloverleaf)
https://cloverleaf.me/blog/team-building-for-remote-teams

6. General Resources for Virtual Meetings, Webinars, and Livestreaming Events

Below are some popular webinar platforms. The checklist provides some information regarding the strengths and limitations of each, along with their price points.

Discounted rates for non-profits: Many software companies offer free trial periods and non-profit discounts for their services. Check out Techsoup at https://www.techsoup.org/ for reduced rates on software products for non-profits. Demio non-profit rate – Email them directly for 50% discount. Crowdcast – email them directly for 20% discount. GoToWebinar – email them directly to inquire about a non-profit discount.

How to Live Stream an Event on Facebook – Official Facebook Help Page
https://www.facebook.com/business/help/626637251511853?id=1123223941353904

How to Broadcast a Facebook Live Event in 7 Easy Steps (TechSoup)
https://blog.techsoup.org/posts/how-to-broadcast-a-facebook-live-event-in-5-easy-steps

How to Live Stream an Event on YouTube – Official YouTube Channel
https://www.youtube.com/howyoutubeworks/product-features/live/?gclid=CjwKCAjw8df2BRA3EiwAvfZWaMk-Ov5SFFtxeWpgitTJAUIZlboWW4r7SSil_MV5VNzsInPIMuqicBoCDMWQAvD_BwE&gclsrc=aw.ds#live-streaming-on-youtube
YouTube – Tutorials and Best Practices to Live Stream on YouTube (11 Videos)
https://www.youtube.com/playlist?list=PLpjK416fmKwSJ5EvkT9th8mmz_p8x1ReL

YouTube – How to Use Zoom: Video Conferencing Tutorial for Beginners (Stewart Gauld)
https://www.youtube.com/watch?v=FnF5BjFvK2o

YouTube – How to Run a Zoom Webinar: Quick Set Up and Tutorial (Podia)
https://www.youtube.com/watch?v=ccSa83-EogE