

Manifesto



Prototype

# Manifesto

**The “Communication Manifesto” is the baseline of a fully remote/hybrid collaboration within a team.**

It is the playbook that is created in common agreement within a team and guides them through their day, also aside from project related communication.

**Goal:**

- **helps to overcome with remote work isolation**
- **supports onboarding of new team members**
- **aims to positively influence the company culture**

Team  
Talks  
Tools

# Manifesto

→ **Must-Haves**

## Transparency & Trust

- **foster an open communication** and be a role model for the others  
(valid for everyone, no matter of hierarchy level, workload)
- take “a leap of faith” and **encounter challenges with a positive attitude** and an empathetic mindset
- make psychological safety a success metric



# Team



# Manifesto

→ **Must-Haves**

## Proactive Communication from/to everyone

- **over communicate!** especially in online meetings
  - e.g. “I am currently looking at...”; “the document is loading”
- **state feelings openly** (don’t feel like talking, I am stressed, happy etc.)
- enable managers to know the personal **communication preferences** of team members (e.g. extra time for 1:1)
- consider “Dunbar’s Number” for organisational structuring



# Team



# Manifesto

→ **Must-Haves**

## Find the Communication Wizards in your team (yes, multiple!)

- **empower people** who drive engagement and have empathy
- those who make sure that everyone is heard
- **team members who simply like to say “hello” in the morning**
- lovers of great cat-gifs and good taste in office-memes



# Talks

# Manifesto

→ **Must-Haves**

## Balance routine and discovery of tools

- **settle on a communication tool** for the whole company
- make use of **visual collaboration** tools to involve everyone equally (e.g. joint storyboarding, miro boards etc)
- limit the **discovery phase of new tools** to smaller teams
- keep iterating on setup and processes
- manage expectations (success and/or also tool fatigue)



Tools