Welcome to Follow-up Friday.
This newsletter style publication will highlight Learning and Organizational Development (L&OD) efforts over the past week as a wrap up and reminder of the concepts and discussions that took place.

**L&OD WEEKLY SCHEDULE**

- **MINDSET MONDAY’S**
- **TELECOMMUTING WITH CHILDREN TUESDAY’S**
- **PROFESSIONAL DEVELOPMENT WEDNESDAY’S**
- **TAKEAWAY THURSDAY’S**
- **FOLLOW-UP FRIDAY’S**

**TELE”COMMUNICATION”**

Communication is a complex and challenging practice during the best of circumstances. During these unprecedented times, communication becomes increasingly important - and further complex. As we continue on this journey of telecommuting, we have become increasingly dependent on resources such as Zoom and email to replace our ability to meet face-to-face. While these resources are effective and efficient, we want to be cognizant of the ways in which we can continue to use communication as a bridge from confusion to clarity. The three elements to focus on are listed below.

- **Collaborate** - You can effectively when you and your teammates are using the same platforms and channels to communicate. A great way to collaborate and minimize the risk of communication getting lost of forgotten, is to use the online calendar as a resource for scheduling communication opportunities. By using the same communication and scheduling platforms, you can streamline collaboration efforts to further increase productivity levels and create an environment for clear communications.
- **Channels** - Before you pick up the phone, send a Skype IM, a video conference call, or send an email, you should first ask yourself, “is this the most effective communication method for the message?”
- **Cadence** - Find a cadence/rhythm to your work day. What time of day is most challenging? What time of day has the fewest interruptions? This cadence will allow minimize interruptions and distractions. Becoming distracted is the easiest way to disrupt communication efforts. When you find your cadence, use that to help plan your day and communicate with other team members.

**ACTIVITIES FOR EMPLOYEES & FAMILIES**

Each day brings a new opportunity to engage in activities and resources provided by campus partners and the community. Please take a moment to explore the resources for yourself and your family.

Smokieees - [https://smokieees.org/](https://smokieees.org/) - This new website features videos and activities that connect students of all ages to the park from their homes by highlighting the three ‘E’s in Smokieees: Explore, Entertain, and Escape.

MUSE Knoxville at Home - [https://www.themuseknoxville.org/](https://www.themuseknoxville.org/) - MUSE Knoxville is providing resources for parents to explore the Power of Play from the comfort and safety of home.

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