

Boccard collaboration: good practices

Efficiency - Caring for People & Planet - Encouraging Communication

Boccard encourages direct conversations between colleagues



Emails... a daily challenge!



Target:
send a maximum
of 10* internal emails per day

- **Limit the number of emails as much as you can**
- **Use emails as a reference:** to send documents, keep tracks, share decisions, provide a schedule and define responsibilities
- **Not relevant for emergencies**
- **Be attentive to vocabulary:** for example, “unless I am wrong” and “thank you for doing...” shall be replaced by “if I understood it well” or “could you please”
- **“Umbrella” emails and the “reply to all” option shall be avoided**
- **“Paperless” approach:** avoid the printing of emails

**excluding external emails*



Meetings... yes, but to be used sparingly!



Target:
one half-day per week
with no meetings*

- **45 minutes maximum:** to enable a 15-minute transition before the next meeting
- **Share documentation and the agenda before the meeting** within the invitation itself
- **Choose a participant** to take minutes of the meeting and share them, the actions plans and the follow-up
- **Think about the participants to invite:** take into account their added value at the meeting and the return on investment
- **Analyse and optimize the efficiency of the meetings** via systematic feedback

**excluding external meetings*



Phone, Teams or in-person conversations... It's even faster!

- **Informal communication and quick response to events:** ask a pressing question or request an advice
- **Urgent discussion**
- **Informal discussion between two people**
- **Direct and efficient conversations create value** and pave the way for workplace relationships based on trust and for immediate problem-solving