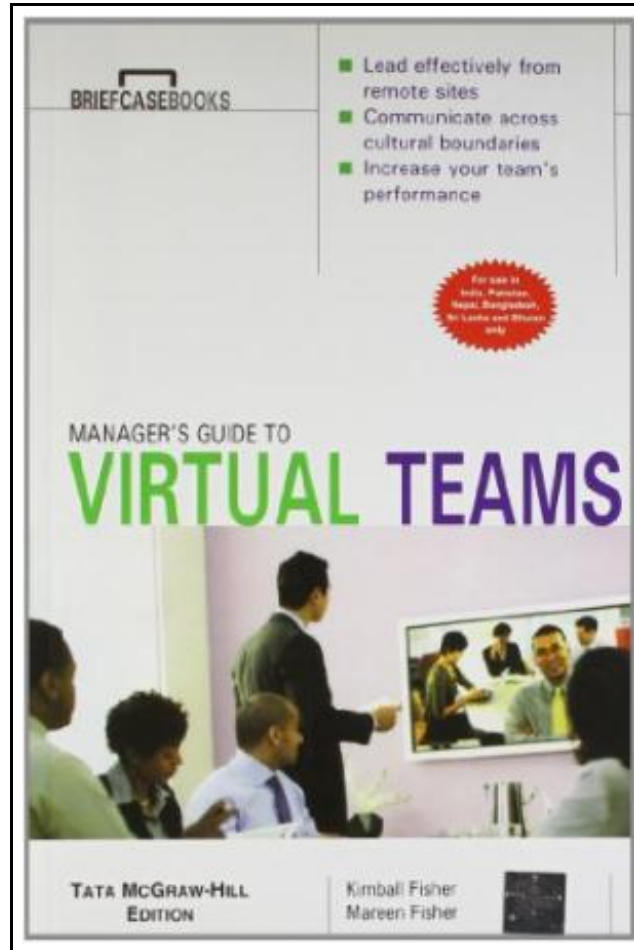


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MANAGER`S GUIDE TO VIRTUAL TEAMS



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McGraw Hill Education, 2012. Softcover. Book Condition: New. First edition. Get solid collaboration from team members in remote locations Globalization and new technologies have made team collaboration from distant geographical locations?on the road, from home or client sites, even on the other side of the globe?a routine part of business. Managing these teams requires new skills and sensitivities to maximize team and organizational performance. Emphasizing pragmatism over theory and offering helpful tips instead of vague observations, Manager?s Guide to Virtual Teams helps you bridge the communication gaps created by geographical separation and get peak performance from employees you rarely see. You will learn how to: Keep team members in remote locations motivated and involved Coach for peak performance via e-mail, telephone, teleconference, and videoconference Help widely scattered team members understand their contribution to the business Build consensus for decisions among virtual team members Learn effective communication and feedback techniques for enhancing team performance TABLE OF CONTENTS: 1. What Is a Virtual Team? 2. Managing Space, Time, and Culture 3. The Seven Competencies of Effective Virtual Team Leaders 4. What Virtual Team Employees Need from Their Manager 5. Bridging Cultural Differences 6. Starting Up (or Refocusing) a Virtual Team 7. Building Trust from a Distance 8. Using Telephonic Collaboration Technologies 9. Using Videoconferencing and Internet-Based Collaboration Tools 10. Improving the Business IQ of Team Members 11. Teaching Finance Fundamentals to Virtual Teams 12. Improving Communication and Feedback Skills 13. Creative Problem Solving for Virtual Teams 14. Managing Performance from a Distance 15. Effective Decision Making over Distance 16. Virtual Team Building 17. Maintaining a Balanced Personal and Work Life Printed Pages: 240.



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