Download Influencing Virtual Teams 17 Tactics That Get Things Done With Your Remote Employees

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Influencing Virtual Teams—Hassan Osman 2016-02-12 Learn the psychological secrets of persuasion, what makes your remote employees to do what you need them to do. Stop chasing down your employees to make sure that their work is being done. In "Influencing Virtual Teams" you'll get step-by-step tactics that you can implement straightforward with your team to improve your team's engagement and commitment to doing their work. You'll learn: * How a single word can increase compliance by 33% * How to make someone reply back to your emails (using only the subject line). * How to set deadlines so that they're met by your team. * What you need to do before, during and after every meeting to increase adoption rates. * How to ensure 100% commitment from a team member in six easy steps. * Using just four questions, how to know what your remote employees are really thinking. * How to leave the perfect voice message. * The secret formula for establishing trust with your team. And much, much more! Here's what's covered in the book: Tactic #1: One Word That Influences Your Virtual Team Tactic #2: Set Deadlines Tactic #3: Assign Responsibility Tactic #4: Explain Tasks Tactic #5: When Delegating Tasks, Write Them Out Tactic #6: The Secret Formula for Establishing Trust Tactic #7: Increase Reliability Among Your Team Tactic #8: Increase the Level of Likeability Tactic #9: Six Steps to Ensure 100% Commitment Tactic #10: Know What Someone Is Really Thinking Tactic #11: Leave the Perfect Voice Message Tactic #12: Write Assertive Emails Tactic #13: What You Should Do Before Every Meeting Tactic #14: What You Should Do During Every Meeting Tactic #15: What You Should Do After Every Meeting Tactic #16: Use Your Voice to Your Advantage Tactic #17: Make Your Emails Stand Out Using The Subject Line Would you like to learn more? Get the book and start.

Influencing Virtual Teams—Osman Hassan 2015

A Manager's Guide to Virtual Teams—Yael ZOFI 2011 In the past, managing workplace teams came with potential problems, but most could be easily resolved. Fast-forward to today's technologically linked world of virtual teams and it's a completely different picture. In today's world, teams aren't just the folks who report to you, along with the IT guy and the marketing whiz. Teams are spread across countries, time zones, languages, cultures, and more. And managing these disparate, far-flung teams is exponentially more complex and fraught with the potential to derail at any moment. A Manager's Guide to Virtual Teams is a road-map for bridging the logistical, cultural, and communication gaps that can prevent virtual teams from reaching their full potential—and a life-saver for anyone charged with delivering results from a dispersed team. Filled with self-study exercises, activities, and valuable advice based on the author's 20 years of consulting experience and hard-won wisdom from virtual team managers and members, the book explores the four most critical elements to team success: - Trust and Accountability: Uncover 10 crucial tips for creating trust within and across virtual teams. - Communication: Learn to navigate the unique challenges of the virtual world, especially in cross-cultural collaborations. - Conflict Management: Put the examples, case scenarios, and resolution strategies to work building a unified, focused team. - Deliverables: Find out how your virtual team can get work out the door faster and better. Technology has made virtual teams an everyday reality, but it hasn't reduced the potential for conflict and confusion—it has amplified the problem. A Manager's Guide to Virtual Teams brings much-needed clarity to the process of leading dispersed teams, and deep insights into how to tap into the team's collective energy to bring fast, effective results. Yael Zofi is the founder and CEO of AIM Strategies(R), Applied Innovative Management(R), a human capital consulting firm. With over 20 years of global consulting experience, she has worked with clients such as AT&T, Chase, CIGNA, General Electric, MetLife, Pfizer, Philips, Viacom, and Nokia. Her organizational development work focuses on helping leaders and their teams become more successful through organizational alignment. She has created many team-based assessment tools, facilitated global team strategy retreats, designed international talent management programs, and facilitated merger integrations with three global organizations.

Virtual Teams: Mastering Communication and Collaboration in the Digital Age—Terri R. Kurtzberg 2014-03-28 To advance in today's workplace requires virtual team skills. Most individuals assume their face-to-face skills will translate, but competency with virtual communication and teamwork requires an entirely new set of skills. This book guides readers down the path to success. * Explains how virtual communication has significantly changed the way people interact and rewritten many aspects of the "rulebook" on how business is done • Defines how team dynamics change when the interaction shifts from in-person to electronic and how to correct for these tendencies to avoid unintended offense or misunderstanding • Instructs readers on building trust, addressing fairness, and dealing with conflict in an online environment • Provides relevant, instructive anecdotes based on the experiences of dozens of managers, allowing readers to learn from their real-world successes (and disasters)

Virtual Leadership—Penay Pullan 2016-08-03 The future of work is virtual, with dispersed teams, telecommuting, remote working and virtual meetings becoming the norm across sectors and industries around the world. However leading virtual teams requires a new set of skills and a facilitative leadership approach. Virtual Leadership is here to help. At its best, virtual working can be productive and creative, tapping into the best people wherever they are and bringing skills and experience together efficiently and at low cost. But it can also lead to isolated and disengaged workers, ineffective communication, and uncoordinated and even counter-productive activity. Virtual Leadership provides practical strategies, tools and solutions for the key issues involved in managing at a distance. How can I provide leadership, motivation and vision through virtual channels? How do I make virtual meetings effective, engaging and productive, and ensure actions are followed through? How do I create engaged and cohesive teams across distance, cultures and languages? How do I stop virtual team members silently checking out, distracted by local challenges and offline issues? With diverse case studies and examples, this is the essential guide to making a difference as a leader of virtual work.

Virtual Teams For Dummies—Tara Powers 2018-07-31 Set your virtual team on a path to success In the global marketplace, people can work practically anywhere and anytime. Virtual teams cut across the boundaries of time, space, culture, and sometimes even organizations. Rising costs, global locations, and advances in technology are top reasons why virtual teams have increased by 800 percent over the past 5 years. Packed with solid advice, interviews and case studies from well-known companies who are already using virtual teams in their business model and their lessons learned, Virtual Teams For Dummies provides rock-solid guidance on the essentials for building, leading, and sustaining a highly productive virtual workforce. It helps executives understand key support strategies that lead virtual teams to success and provides practical information and tools to help leaders and their teams bridge the communication gap created by geographical separation—and achieve peak performance. Includes research findings based on a year-long study on the effectiveness of virtual teams Mindset and skill shift for managers from old school traditional team management to virtual team management Covers the communication and relationship strategies for virtual teams Examines how the frequency of in-person meetings affects a remote team's success Written by an award-winning leadership expert, this book is your one-stop resource on creating and sustaining a successful virtual team.

Leading from Anywhere—David Burkus 2021-01-05 The ultimate guide to leading remote employees and teams, tackling the key challenges that
Big Book of Virtual Teambuilding Games: Quick, Effective Activities to Build Communication, Trust and Collaboration from Anywhere!-Mary Scanell 2011-12-16 Get remote team members to interact as if they’re in the same room! Whether you’re running a remote workplace, team members across the world or e-mailing a colleague sitting ten feet away, the truth is evident: technology has permanently altered the way we communicate. The virtual workplace can facilitate quicker decision making and reduced overhead. But the lack of face-to-face interaction can also impede trust, teamwork, and creativity as your team members Surmounting language, distance, and technology barriers, the Big Book of Virtual Team-Building Games is packed with games and activities for developing productive virtual teams across all digital platforms, including e-mail, mobile devices, web-based conferencing tools, and social media sites such as Facebook, Twitter, and Skype. The Big Book of Virtual Team-Building Games helps you: Build a greater sense of community and reduce conflict Increase levels of engagement Get the most out of more introverted team members Boost team members’ productivity Make sure that the only thing separating your people is distance. The Big Book of Virtual Team-Building Games is just the tool you need to develop trusting relationships, foster clear communication, and use technology to enhance the team’s connections.

Work Together Anywhere-Lisette Sutherland 2020-06-02 "An excellent guide on how teams can effectively work together, regardless of location.* —STEPHANE KASRIEL, former CEO of Upwork IN TODAY'S MODERN GLOBAL ECONOMY, companies and organizations in all sectors are embracing the remote workplace. Managers benefit from saving money and resources and by having access to talent outside their zip codes, while employees enjoy greater job opportunities, productivity, independence, and work-life satisfaction. But in this new digital arena, companies need a plan for supporting efficiency and fostering streamlined, engaging teamwork. In Work Together Anywhere, Lisette Sutherland, an international champion of virtual-team strategies, offers a complete blueprint for optimizing team success by supporting every member of every team, including: EMPLOYEES/small advocating for work-from-home options MANAGERS/small seeking to maximize productivity and profitability TEAMS/small collaborating over complex projects and long-term goals ORGANIZATIONS/small relying on remote teams to take control of the departments and documents and data COMPANY OWNERS/small striving to save money and attract the best brainpower Packed with hands-on materials and actionable advice for cultivating agility, camaraderie, and collaboration, Work Together Anywhere is a thorough and inspiring must-have guide for getting ahead in today's remote-working world.

50 Digital Team-Building Games-John Chen 2012-05-01 Use technology to increase loyalty and productivity in your employees 50 Digital Team-Building Games offers fun, energizing meeting openers, team activities, and group adventures for business teams, using Twitter, GPS, Facebook, smartphone apps, and other technology. The games can be played in-person or virtually, and range from 5-minute ice-breakers to an epic four-hour GPS-based adventure. Designed to be lead by managers, facilitators, presenters, and speakers, the activities help teams and groups get comfortable with technology, get to know each other better, build trust, improve communication, and more. No need to be a "techie" to lead these games they’re simple and well-scripted. Author John Chen is the CEO of Geoteaming, a company that uses technology and adventure to teach teams how to collaborate. How to lead a simple, fast, fun team building activity with easy-to-follow instructions How to create successful "virtual" team building that requires NO travel and little to no additional expenses How to engage standoffish engineers, "hard to reach" technical teams, or Gen X/Y teammates with technology they enjoy using Successful technology-based team building can build buzz for your company, build critically important relationships and communication internally, and keep your team talking about it for weeks afterward!

Leading Virtual Teams (HBR 20-Minute Manager Series)-Harvard Business Review 2016-07-12 Leading any team involves managing people, technical oversight, and project administration, but leaders of virtual teams perform these functions from afar. Leading Virtual Teams walks you through the basics of connecting your people to each other—and to the team’s mission. Surmounting language, distance, and technology barriers Identifying and using the right communication channels Don’t have much time? Get up to speed fast on the most essential business skills with HBR’s 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives—from the most trusted source in business. Also available as an ebook.

Virtual Freedom-Chris C. Ducker 2014-04-01 Entrepreneurs often suffer from "superhero syndrome" the misconception that to be successful, they must do everything themselves. Not only are they the boss, but also the salesperson, HR manager, copywriter, operations manager, online marketing guru, and so much more. It's no wonder why so many people give up the dream of starting a business—it's just too much for one person to handle. But outsourcing expert and "Virtual CEO," Chris Ducker knows how you can get the help you need with resources you can afford. Small business owners, consultants, and online entrepreneurs don't have to go it alone when they discover the power of building teams of virtual employees to help run, support, and grow their businesses. Virtual Freedom: How to Work with Virtual Staff to Buy More Time, Become More Productive, and Build Your Dream Business is the step-by-step guide every entrepreneur needs to build his or her business without the asset of working with virtual employees. Focusing on business growth, Ducker explains every detail you need to grab, from figuring out which jobs you should outsource to finding, hiring, training, motivating, and managing virtual assistants. With additional tactics and online resources, Virtual Freedom is the ultimate resource of knowledge and tools necessary for building your dream business with the help of virtual staff.

Office Optional-Larry English 2020-06-05 Virtual work isn't the model of the future—it's here now. But many companies struggle with setting their employees free from the office without sacrificing culture. Centric Consulting president Larry English is here to guide the way. Twenty years ago, Larry and his friends weren't happy in their consulting jobs. The long hours took a serious toll on their personal lives. So they built their own company where employees could work virtually and the culture would contribute to both the business's success and employee happiness. Since then, Centric Consulting has expanded to over 1,000 team members with operations in 12 US cities and India-and everyone works remotely some or most of the time. As Larry unpacks everything he's discovered about creating and sustaining a culture of collaborative teams, you'll learn: How and why you need to cultivate an atmosphere of trust in a virtual environment How to recruit and hire team members for remote work How to build strong relationships with people you don't see every day How to scale your virtual company without sacrificing culture How the right software tools can help build culture How to be a great virtual team member Sprinkled with funny, insightful stories from Larry and other Centric employees, Office Optional: How to Build a Connected Culture with Virtual Teams is the ultimate guidebook to remote work and a successful virtual culture.

Leading Virtual Teams-Catherine Mattiske 2020-04-24 Is the virtual team you are leading functioning at full capacity? Are all your virtual team
members confident, productive, and positive even though the coronavirus is impacting the way they work? Are all your virtual team members engaged, involved, and on track? Is virtual communication as good as face-to-face communication, and do they know how to deal with multi-cultural team members sensitively? If you answered NO to one or more of these questions, you need to read this book. International business educator, Catherine Mattiske set up her first global virtual team in 2001. After years of leading virtual teams internationally, she has written this book to help you be the best virtual leader that you can be. With the impact of the coronavirus, this book is essential for all leaders who are changing how they work, and how their teams come to grips with working in a very different physical and emotional environment. This comprehensive book will answer many virtual team member questions you have, including how to: - Understand different leadership types - local, virtual and hybrid - Know what makes a robust virtual team leader - Build a virtual team - Create a virtual team culture - Communicate for peak performance - Know which communication method to use in which situation - Manage global and cultural adaptability - Tap into potential cultural intelligence - Manage up virtually - when your boss isn’t in the same office as you - Improve your presentation skills - Avoid the seven deadly presentation mistakes - Get to yes faster using virtual negotiation skills - Monitor and value your self-worth - Build your online presence via social media - Efficiently and productively build your internal and virtual networks - Plan your career development If you are serious about being a strong and successful virtual leader and leading the way for more virtual team leaders in your organization, this book is a must-read for you.

The Cambridge Handbook of Technology and Employee Behavior
Richard N. Landers 2019-02-14 Experts from across all industrial-organizational (IO) psychology describe how increasingly rapid technological change has affected the field. In each chapter, authors describe how this has shaped the meaning of a particular subdomain and what steps must be taken to avoid IO research from becoming obsolete. This Handbook presents a forward-looking review of IO psychology’s understanding of both workplace technology and how technology is used in IO research methods. Using interdisciplinary perspectives, the authors present a conceptual framework as a focus from which this research will grow, it tackles three main questions facing the field. First, how has technology affected IO psychological theory and practice to date? Second, given the current trends in both research and practice, could IO psychological theories be rendered obsolete? Third, what are the highest priorities for both research and practice to ensure IO psychology remains appropriately engaged with technology moving forward?

Hello! Are you there? Can you hear me? Communicating virtually is cool, useful, and ubiquitous. But does everyone do it right? Can you communicate with the technical or a message is unclear, we’re reminded that the quality of human connection we experience in many forms of virtual communication is awful. We’ve all felt disconnected and bored in a video conference, frustrated that we’re not getting through on the phone, or upset when our email is badly written or unclear. This book, virtual communication breeds misunderstanding because it deprives us of the emotional knowledge that helps us understand context. How can we fix this? In this powerful, pivotal book, communication expert Nick Morgan outlines five big problems with communication in the virtual world—lack of feedback, lack of empathy, lack of control, lack of emotion, and lack of connection and commitment—sharply highlighting what is lost in our accelerating shift to a more virtual world. And he provides a clear path forward for helping us connect better with others. Morgan argues that while virtual communication will never be as rich or intuitive as a face-to-face meeting, recent research suggests that what we need to learn—is to consciously deliver a whole set of cues, both verbal and nonverbal, that we used to deliver unconsciously in the pre-virtual era. He explains and guides us through this important process, providing rules for virtual feedback, an empathy assessment and virtual temperature check, tips for creating trust in a virtual context, and advice for specific digital channels such as email and text, the conference call, Skype, and more. Whether you’re an entrepreneur, an independent professional, or a manager in an organization that has more than one office or customers who aren’t nearby, Can You Hear Me? is your essential communications manual for twenty-first-century work.

Virtual Teams That Work
Cristina B. Gibson 2003-03-21 Virtual Teams That Work offers a much-needed, comprehensive guidebook for business leaders and managers who want to create the organizational conditions that will help virtual teams thrive. Each chapter in this important book focuses on best practices and includes case studies and illustrative examples from a wide variety of companies, including British Petroleum, Lucent Technologies, Ramtech, SoftCo, and Whirlpool Corporation. These real-life examples demonstrate how the principles identified in the book play out within virtual teams. Virtual Teams That Work shows how organizations can put in place the structure to help team members who speak different languages and have different cultural values develop effective ways of communicating when there is little opportunity for the members to meet face-to-face. The authors also reveal how organizations can implement performance management and reward systems that will motivate team members to cooperate across multiple boundaries. And they offer the information to determine which technologies best fit a variety of virtual-team tasks and the level of information technology support needed.

Thinking Remote
Pilar Orti 2019-06-10 In this collection of articles gathered together from the Virtual not Distant blog, Pilar Orti and Maya Middleton reflect on this transition from a change-management perspective to research from their experience of working with leaders of distributed teams. Each article has been selected to cover one area of remote leadership practice and is followed by a set of leadership reflections to help you identify your next steps. Considering challenges from wellbeing to technology to communication, this series of articles will empower leaders at all levels to improve their virtual practice and future team performance.

Can You Hear Me?
- Kevin Eikenberry 2021-01-20 Can you have a meaningful, well-paid career without a daily commute to a physical office, and without burning out? Can your team or organization work well together and maintain team culture, even when physically apart? Can your organization’s “work from home” policy be a competitive advantage—improving organizational resilience while also addressing important social, diversity, urban planning and environmental issues? If you find yourself asking questions like these, this book is for you. This updated second edition features best practices from over 28 years working in, leading, and coaching globally distributed organizations—as well as lessons learned helping organizations quickly shift to fully distributed during COVID-19 office closures. Each short easy-to-read chapter has practical takeaways on what did—and did not—work from my own hard-learned lessons, along with a wide range of interviews with company founders, hedge fund managers, government agency leaders, software developers, accountants, political organizers, recruiters, military personnel, executive assistants and medical technicians.

Distributed Teams
John O’Dunnett 2021-01-20 Can you have a meaningful, well-paid career without a daily commute to a physical office, and without burning out? Can your team or organization work well together and maintain team culture, even when physically apart? Can your organization’s “work from home” policy be a competitive advantage—improving organizational resilience while also addressing important social, diversity, urban planning and environmental issues? If you find yourself asking questions like these, this book is for you. This updated second edition features best practices from over 28 years working in, leading, and coaching globally distributed organizations—as well as lessons learned helping organizations quickly shift to fully distributed during COVID-19 office closures. Each short easy-to-read chapter has practical takeaways on what did—and did not—work from my own hard-learned lessons, along with a wide range of interviews with company founders, hedge fund managers, government agency leaders, software developers, accountants, political organizers, recruiters, military personnel, executive assistants and medical technicians.

Better Online Meetings
Hassan Osman 2020-08-11 Learn how to facilitate your Zoom meetings more effectively. This is a super-short book (will take you less than 30 minutes to read) that covers a step-by-step approach to running your meetings. It also includes downloadable templates and scripts that will help save you time. Note: This book is technology-agnostic. This means that it doesn’t matter if you use Zoom, Webex, GoToMeeting, Skype, or any other meeting tool. The concepts focus more on process and communication best practices as opposed to technical guidelines. Here’s what you’ll learn: The one question to ask yourself before scheduling a meeting How to draft an effective agenda (and include a simple phrase to
Influencing Virtual Teams: 17 Tactics That Get Things Done with Your Remote Employees

Development

Virtual teams are intended to make optimal use of expertise working and leading from a distance. This is the kind of book virtual teams loaded with tools, checklists, models, and practical recommendations for all through the labyrinth of problems that so often derail virtual teams. As Team Success is a must have for anyone managing geographically dispersed Lipnack and Jeffrey Stamps, CEO and co-founders, NetAge "Virtual Leading from a Distance will certainly be the core curriculum." —Jessica Team Success "There's no school for this yet, but when the first is Virtual Team Success approach has helped tens of thousands of people succeed in remote and company focused on new ways of working. Their intensely practical remotely - adapting your leadership style, balancing control and trust Collaborating with others - fewer, better virtual meetings, looking good on working for yourself, managing wellbeing and socializing virtually Collaborating with others - fewer, better virtual meetings, looking good on video, mastering multiple teams, managing the expectations of others, and succeeding in hybrid teams Staying visible and connected when we are apart - staying visible when working remotely, building and activating your network, establishing the best way of communicating. Leading other remotely - adapting your leadership style, balancing control and trust virtually, running positive remote coaching and performance conversations, creating autonomy and psychological safety, managing inclusion and creativity virtually. Kwan and Alan Hall run Global Integration, a training company focused on the need for global thinking. Their hands-on approach has helped tens of thousands of people succeed in remote and virtual working. Their previous books include Speed Lead, Making the Matrix Work and Kill Bad Meetings.

Virtual Team Success - Richard Lepsinger 2010-09-09 Praise for Virtual TEAM SUCCESS "There's no school for this yet, but when the first is established, Virtual Team Success: A Practical Guide for Working and Leading from a Distance will certainly be the core curriculum. --JESSICA LIPI NACK AND JEFFREY STAMPS, CEO and co-founders, NetAge "Virtual Team Success is a must have for anyone managing geographically-dispersed teams. DeRosa and Lepsinger bring expertise and credentials to guide us all through the labyrinth of problems that so often derail virtual teams. As our global businesses become increasingly complex, I can't imagine a more timely or better resource." --JAY MOLENHAUER-SALAZAR, vice president, talent management, The Gap "For global teams that want to be top performing, Virtual Team Success should be on the shelf. It is loaded with tools, checklists, models, and practical recommendations for working and leading from a distance. This is the kind of book virtual teams really need to be successful. I've been waiting for a book like this and look forward to recommending it as a resource that can help improve the performance of our teams!" --KATHLEEN MCGUIRE, manager organizational development, HR Global Leadership Development "Virtual teams are intended to make optimal use of expertise spread across the world, but performance excellence is the exception and mediocrity the rule. After extensive and careful study of real teams, DeRosa and Lepsinger have captured essential information, principles of operation, and tools in a highly readable volume that can help thoughtful readers elevate the performance of the teams significantly. The practical focus, collection of techniques and tools, and "how to" tips provide an essential foundation for anyone with virtual team responsibility. The organization of the book centered around challenges, differentiators, and lessons will facilitate finding answers to any problem the team faces. The RAMP model makes it easy to focus on what's important in enabling top performance." --MIKE BEYERLEIN, professor, Organizational Leadership, Purdue University

The Power of Virtual Distance - Karen Sobel Lojeski 2020-04-06 This revised second edition presents 15 years of data on Virtual Distance metrics and their predictive impact on organizational success factors shedding new light on how to correct course in a global mass market. The authors add up as a cog set of digital disconnects where the vitality of the virtual workforce often gets lost in transmission. This still-evolving Digital Age conundrum continues to present new complications. The rise of remote work which rests on an increasing reliance on electronic communication and the overall growth of virtual interactions has led to the escalation of a phenomenon called Virtual Distance. Virtual Distance, which influences our behavior through three components: Physical Distance, Operational Distance, and Affinity Distance affects not only how we relate to others thousands of miles away but even to co-workers sitting right next to each other! Perhaps even more problematic, Virtual Distance causes measureable malfunctions in teamwork, innovation, leader effectiveness and overall performance. But it doesn't have to be this way. The Power of Virtual Distance offers specific, proven and predictable solutions that can reverse these trends and turn Virtual Distance into a unification strategy to capture untapped competitive advantage. Surprised? The Power of Virtual Distance, 2nd Edition is a must-read for leadership who want to understand the true and quantifiable costs of the virtual workplace. For the first time ever, readers can take the guesswork out of managing the virtual workforce by applying a mathematical approach derived from the extensive Virtual Distance data set: The Virtual Distance Ratio. The Virtual Distance Ratio can precisely pinpoint the particular impacts of Virtual Distance on the organization's critical success factors. Beyond business metrics, Virtual Distance solutions also detail ways to reduce stressfulness and well-being into people's experience of work, enhancing life lived in the Digital Age. The Power of Virtual Distance reveals an updated set of data, including the first award-winning analysis, collected from an extended range of executives to individual contributors, that represent situations and solutions in more than 36 industries in 55 countries across the globe. Readers will get a "first look" at the data and its relevance in order to be the first wave of people to integrate. Helping managers globally, this book: Offers new, real-world case studies and a chance for readers to participate in thought experiments to help with personal performance, group synergy and by extension, relationship dynamics of all kinds Demonstrates (with statistically significant trend analyses) that Virtual Distance is growing at exponential rates in every corner of the globe and that the virtual workplace is on specie on how to manage the "unintended human consequences" of today's digital technologies Companies that successfully harness the power of Virtual Distance demonstrate better performance. The second edition of The Power of Virtual Distance is a valuable, one-of-a-kind resource for everyone -- from the C-suite to human resource professionals; from divisional leaders to project managers. Everyone in the organization can benefit by discovering how to improve financials, innovation, trust, employee engagement, satisfaction, organizational citizenship and other key performance indicators. And perhaps best of all, by following the prescriptions on how to reduce Virtual Distance, the entire workforce will have the tools they need to bring about a revival of meaning, purpose and an enlivened sense of "humanhood" back into everyday work and everyday life.

Running Virtual Meetings (HBR 20-Minute Manager Series) - Harvard Business Review 2016-07-12 From crackly conference lines to pixelated video, virtual meetings are problematic. But those who are trained to navigate the conversation in which everyone participates. Running Virtual Meetings takes you through the basics of: Selecting the right virtual venue Giving participants the information and support they need to connect and contribute Establishing and enforcing a common meeting etiquette Follows the up from above and the team handbook on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an e-book.

Creativity in Virtual Teams - Jill Nemiro 2004-03-29 Creativity in Virtual Teams offers a well-researched and practical resource that outlines a new model for attaining high levels of creativity in virtual working arrangements...
to anyone who designs, manages, or participates in virtual teams. Written by Jill E. Namiro—an expert in building organizations and virtual teams—Creative Ways to Engage People provides tools that make you beyond mere theory. Within these pages, the author leads you through a series of diagnostic tools, questions for reflection, checklists, and exercises that will help you assess and develop the five key components—design, climate, resources, norms and protocols, and continual assessment and learning—that will foster creativity in your virtual teams. In addition, Creativity in Virtual Teams is filled with illustrative lessons learned from nine highly successful and innovative virtual teams.

Self-leadership—Christopher P. Neck 2006

Rituals for Virtual Meetings—Kursat Ozenc 2021-01-06 Do your virtual meetings feel like a drag? Learn how to use rituals to build trust, increase engagement, and spark creativity. We rely on virtual meetings now more than ever. However, they can often feel awkward, monotonous, and frustrating. If you’re not thrilled with your virtual meetings, rituals can help you group break through to better results by providing structures that unlock freedom. With rituals, virtual meetings can be moments that are elevated and nurtured, opportunities for people to build connection and trust while accomplishing a common goal. In Rituals for Virtual Meetings: Creative Ways to Engage People and Strengthen Relationships authors Kursat Ozenc and Glenn Fajardo show leaders, managers, and meeting organizers how to build rapport and rhythm amongst team members when everyone is not in the same physical space. Rituals for Virtual Meetings provides readers with practical, concrete steps to improve group cohesion and performance, including: How to make virtual meetings more fluid and less awkward How to reduce Zoom fatigue and sustain people’s energy during meetings How to facilitate better interactions with remote partners, customers, and clients How community leaders can engage members in a virtual setting How teachers can engage students in virtual classrooms Perfect for anyone who needs to engage people in virtual settings, the book also belongs on the shelves of anyone interested in how to increase team engagement in a variety of contexts.

The Executive Update—Ian Mann 2017-02-03 Business ideas and practices are constantly changing, but no manager has the time to read all the business books and articles that come out in a year. In this book, Ian Mann does all the work for you, trawling through recent business publications and distilling the most important new insights and developments. The Executive Update covers topics such as technology and mechanisation; the structure of organisations; obligations to stakeholders other than shareholders; leadership; the changing nature of work; psychology in business; creativity; the importance of simplicity; and the strange world of money and banking; and the extraordinary world of the world. The subjects are explored in a clear, comprehensible way, and presented in easily digestible and thought-provoking chapters. This is the ideal book for people who want an easy way to keep up with the latest developments in business and management thinking, and will appeal to junior managers and senior executives alike.

Into Green—Caro Langton 2022-01-04 Hold the joys of a wild, secret garden in the palm of your hand with Into Green, a pocket garden of inspiration to soothe the soul and harness the creative powers of nature. From the founders of Studio Bo Ro in London, this inspirational primer is the perfect companion for any nature lover, from urban jungle curators to backyard gardeners. Filled with dreamy illustrations, reflective stories, and enticing interactive prompts, this pocket garden is for plant lovers looking to bring the outside in. From the myriad of ways that plants enrich our lives, from cleaning the air to sparking creativity and forging lifelong friendships and connections, Into Green will inspire and delight.

Engaging Virtual Meetings—John Chen 2020-10-05 Build a cohesive and high-performing virtual team with this fantastic resource full of actionable advice and practical tips Engaging Virtual Meetings: Openers, Games, and Activities for Communication, Morale, and Trust offers concrete strategies and practical tips for bringing teams together across the digital divide. While many struggle to build teams in a virtual environment, accomplished author John Chen has found ways to create team cohesion, promote engagement, and increase virtual participation. In Engaging Virtual Meetings, he shares these methods with you, and also: Describes virtual tools for promoting effective teamwork, like the Participant Map Teaches you to optimize your teleconference setup for ideal audio and video Illustrates ways to apply these methods in any virtual environment, including Zoom, Microsoft Teams, and more Explores how to debrief your participants to improve your methods over time Perfect for anyone working in or with the increasingly prevalent virtual environment, Engaging Virtual Meetings is a great addition to the bookshelves of anyone interested in how to create and build engagement in team settings of all kinds.

American Values—Robert F. Kennedy, Jr. 2018-05-15 With rich detail, compelling honesty, and a storyteller’s gift, RKF Jr. describes his life growing up Kennedy in a tumultuous time in history that eerily echoes the issues of nuclear confrontation, religion, race, and inequality that confront today. ‘With the Fates Divining’ delves into the story of his parents Joseph and Rose set the stage for their nine remarkable children, among them three U.S. senators—Teddy, Bobby, and Jack—one of whom went on to become attorney general, and the other, the president of the United States. We meet Allen Dulles and J. Edgar Hoover, two men whose agencies posed the principal threats to American democracy and values. We live through the Cuban Missile Crisis, when insubordinate spies and belligerent generals in the Pentagon and Moscow brought the world to the cliff edge of nuclear war. At Hickory Hill in Virginia, where RKF Jr. grew up, we encounter the celebrities who gathered at the second most famous address in Washington, members of what would later become known as America’s Camelot. Through his father’s role as attorney general we get an insider’s look at a growing tension over civil rights led to pitched battles in the streets and 16,000 federal troops were called in to enforce desegregation at Ole Miss. We see growing pressure to fight wars in Southeast Asia to stop communism. We relive the assassination of JFK, RKF Jr.’s run for the presidency that was cut short by his own death, and the aftermath of those murders on the Kennedy family. RKF Jr. also shares his own experiences, not only with the historical movers and shakers, but with all of the people, places, and thoughts with whom he shared his time on Earth with his mother and father, with his own struggles with addiction, and with the ways he eventually made peace with both his Kennedy legacy and his own demons. A lyrical written book that provides insight, hope, and steady wisdom for Americans as they wrestle, as never before, with questions about America’s role in history and the world and what it means to be American.

Time Off—John Fitch 2020-05-25 Discover the transformative power of leisure to recapture your calm and creativity.Are your busiest days really the ones most accomplishing? The secret to finding time to question whether ‘busy’ = ‘productive’. After reaching breaking points in their careers, business coach John Fitch and AI researcher Max Frenzel learned the critical importance of taking time off. Now these former workaholics will help you revolutionize the way you get things done. History’s greatest minds, as well as some of the most successful leaders, thinkers, and creatives of today, found success by practicing a more balanced approach to work and life. Embracing their insights on how constant hustle can be your worst enemy, you will realize that time off means much more than just taking a break. Rediscover a more fulfilled and versatile version of yourself and unlock your true creative potential. Through relatable personal anecdotes, historically sound approaches to downtime, and scientifically backed strategies for increasing your creativity, Time Off will reshape the way you think about work and leisure. In Time Off, you’ll discover: The most effective methods to reclaim leisure, while increasing productivity and creativity Why having a rest ethic will be a key competitive advantage in the future of work Tactics for getting away from the work without the dreaded guilt. How to thrive alongside AI and use technology to become more human. The many ways in which time off improves your leadership skills, and much, much more!

Essentials of Organizational Behavior—Terri A. Scandura 2018-01-03 Concise, practical, and based on the best available research, Essentials of Organizational Behavior: An Evidence-Based Approach, Second Edition equips students with the necessary skills to become effective leaders and managers. Author Terri A. Scandura uses an evidence-based approach to introduce students to new models proven to enhance the well-being, motivation, and productivity of teams, and to develop thoughtful, ethical, and critical thinking abilities. The book provides students with ample opportunity to apply OB concepts and hone their critical thinking abilities. New to this Edition A new Emotions and Moods chapter delves into important topics like emotional intelligence, emotional contagion, and affective neuroscience. A new Power and Politics chapter unpacks the most effective influence strategies and helps students develop their political skills. A streamlined table of contents now combines perception and decision making in a single chapter and change and stress in a single chapter. New case studies, including some from SAGE Business Cases for the Interactive eBook, on topics such as virtual teams, equal pay and the gender wage gap, and the use of apps at work introduce timely and
Remote Work Revolution - Tsedal Neeley 2021-03-30 LONGLISTED FOR THE FINANCIAL TIMES & MCKINSEY BUSINESS BOOK OF THE YEAR

I often talk about the importance of trust when it comes to work: the trust of your employees and building trust with your customers. This book provides a blueprint for how to build and maintain that trust and connection in a digital environment. —️Eric S. Yuan, founder and CEO of Zoom

A Harvard Business School professor and leading expert in virtual and global work provides remote workers and leaders with the best practices necessary to perform at the highest levels in their organizations. The rapid and unprecedented changes brought on by Covid-19 have accelerated the transition to remote work, requiring the wholesale migration of nearly entire companies to virtual work in just weeks, leaving managers and employees scrambling to adjust. This massive transition has forced companies to rapidly advance their digital footprint, using cloud, storage, cybersecurity, and device tools to accommodate their new remote workforce.

Experiencing the benefits of remote working—including nonexistent commute times, lower operational costs, and a larger pool of global job applicants—many companies, including Twitter and Google, plan to permanently incorporate remote days or give employees the option to work from home full-time. But virtual work has its challenges. Employees feel lost, isolated, out of sync, and out of sight. They want to know how to build trust, maintain connections without in-person interactions, and a proper work/life balance. Managers want to know how to lead virtually, how to keep their teams motivated, what digital tools they’ll need, and how to keep employees productive. Providing compelling, evidence-based answers to these and other pressing issues, Remote Work Revolution is essential for navigating the enduring challenges teams and managers face. Filled with specific actionable steps and interactive tools, this timely book will help team members deliver results previously out of reach. Following Neeley’s advice, employees will be able to break through routine norms to successfully use remote work to benefit themselves, their groups, and ultimately their organizations.

Human Factors in Certification - John A. Wise 2000-08-01 Much has happened to certification and to human factors during the past few years. In this volume, the editors and other specialists discuss the topic of human factors applied to certification. They focus on core topics in the certification process that have emerged in the study of product certification in high-tech industries. The editors' purpose is to document advances in the study of certification processes defined largely by the 1993 international conference on the application of human factors principles to the study of product certification in man-machine systems. Although the book focuses mostly on certification in large, man-machine systems, such as aeronautics, its principles also apply to other high tech industries, such as medicine and computers. An introductory paper and a group of papers presenting propositions and philosophies about human factors contribute to a framework for human factors certification. The papers in this volume: * adopt a more direct approach to certification activities, * deal with aspects of human-machine integration, * address topics that should feature in any established human factors certification of advanced aviation systems, * use ideas that already exist in aviation as a basis for discussing certification issues, * consider issues that arise in the certification of complex future systems, and * describe some current characteristics of human factors as a discipline that would influence its application to certification.