

Leading Collaborative **Virtual Teams** and Exceptional **Virtual Meetings**

This action-packed training program is designed to help busy team leaders and project managers achieve better performance from their virtual teams.

- Combines case studies, simulations, role-play and group discussions to keep participants engaged in active learning.
- Blends onsite workshop, virtual classroom and asynchronous (*any time*) learning to achieve maximum participation and value.
- Demonstrates innovative use of collaborative technology to create a focused and engaged virtual team setting.
- Offers dozens of practical tips and techniques to address challenges ranging from building trust and social capital to keeping multi-tasking on task.

Designed by well-known virtual collaboration experts Nancy Settle-Murphy of Guided Insights and Julia Young of Facilitate.com, the program is customized to fit the style and needs of each organization. The content of Leading Collaborative Virtual Teams and Exceptional Virtual Meetings is the distillation of over 20 years of group process consulting to clients such as Hewlett Packard, the Federal Reserve Bank, Baptist Health, the California Public Utilities Commission and the Joint Forces Command and 15 years of practical experience using collaborative technology to enhance the results of work teams.

Participants will acquire insights, skills and techniques to allow them to:

- **Recognize the characteristics of successful virtual teams:** Encourage the skills and behaviors team members need to be successful and build

shared operating principles to create a trusting and open environment where collaboration can thrive.

- **Facilitate team collaboration:** Guide the verbal interaction of the group and foster productive conversations without the need for visual cues.
- **Design virtual meetings to keep people focused:** Engage participants through thoughtful design, compelling pre-work and capitalizing on participants' penchant for multitasking.
- **Blend asynchronous (*any time*) and synchronous (*same time*) collaboration:** Use a combination of participation methods to stimulate participation, save time, boost productivity and increase the quality of results.
- **Select the best technology to support your virtual team:** Decide how, when and where to apply different collaboration tools to achieve team goals.
- **Build trust and social capital across boundaries:** Develop deeper relationships and foster better collaboration by building trust from afar.
- **Create a level playing field:** Understand how an imbalanced team affects participation, and how to make everyone feel equally valued, regardless of location.
- **Navigate across cultures in a virtual world:** Accommodate cultural and generational differences and leverage the diversity of perspectives across your virtual team.

For more information contact **Julia Young**
Julia.Young@facilitate.com
415-647-1335.

