



# Essential Skills for Leading High-Performance Virtual Teams and Exceptional Virtual Meetings

*Unique blend of onsite workshop, virtual classroom session and asynchronous (“any time”) learning*

This action-packed workshop was designed with busy team leaders and project managers in mind. Through a combination of case studies, simulations, role-plays and group discussions, participants explore topics such as:

- ***Designing an agenda to keep people focused:*** Learn how to engage participants through thoughtful design, compelling prework and capitalizing on participants’ penchant for multitasking
- ***Blending asynchronous (any time) and synchronous (same time) participation:*** Discover multiple ways to use a combination of participation methods to stimulate participation, save time, boost productivity and increase the quality of results
- ***Using the best virtual collaboration tools for the job:*** Decide how, when and where to apply certain collaboration tools to achieve team goals
- ***Building trust across boundaries:*** Find ways to develop deeper relationships and foster better collaboration by building trust from afar
- ***Creating a level playing field:*** Understand how an imbalanced team affects participation, and learn how to make everyone feel equally valued, regardless of location
- ***Navigating across cultures in a virtual world:*** Know how to accommodate cultural and generational differences and leverage the diversity of perspectives across your virtual team

**Designed and delivered by renowned virtual collaboration experts** Nancy Settle-Murphy of Guided Insights and Julia Young of Facilitate.com, this workshop is customized for each organization.

**Need help achieving better performance from your virtual teams?** Please give us a call or drop us a line to see how we can help.



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breakthrough conversations  
for bottom-line results

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