# Essential Skills for High-Performing Virtual Teams

**guidedinsights**
*breakthrough conversations for bottom-line results*

Instructor-led sessions with experts applying best practices approaches to real-life scenarios

Participation via phone and web conference, both asynch and synch

Engaging, interactive conversations with small groups of participants – action learning by brainstorming, problem-solving, listening, sharing

Rich tips guide with dozens of practical tips and ideas to put into immediate practice

**Three virtual workshops @90 min. each**

### Navigating across distance, cultures

- Relationship-building, cultivating trust
- Profile of a great virtual collaborator
- Creating a team communication planning matrix
- Layering in the complexities of cultural differences

### Essential operating norms for virtual teams – effective virtual meetings

- How to create operating norms where virtual teams most need them (e.g. use of email, IM, sharing documents, cross-pollinating knowledge)
- Tips for designing & leading engaging virtual meetings – deep dive

### Professional development, getting noticed in a virtual world

- Making connections, finding resources
- Onboarding and mentoring
- Sharing knowledge, resources
- Creating visible presence for yourself
- Celebrations, milestones and recognition

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