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.

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
working, 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.

Learn the psychological secrets of persuasion that influence 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 straightaway 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 managing your virtual team today. Scroll to the top of this page and click on the "Add to Cart" button.

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 a team-oriented player? Do you always 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 virtual teams - 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.

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 your 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. 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 project 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.

Discover the transformative power of leisure to recapture your calm and creativity. Are your busiest days really the ones that make you feel the most accomplished? It might be 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!
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 strategy in a fast-changing world. These 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.

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.

In The Five Dysfunctions of a Team Patrick Lencioni once again offers a leadership fable that is as enthralling and instructive as his first two best-selling books, The Five Temptations of a CEO and The Four Obsessions of an Extraordinary Executive. This time, he turns his keen intellect and storytelling power to the fascinating, complex world of teams. Kathryn Petersen, Decision Tech's CEO, faces the ultimate leadership crisis: Uniting a team in such disarray that it threatens to bring down the entire company. Will she succeed? Will she be fired? Will the company fail? Lencioni's utterly gripping tale serves as a timeless reminder that leadership requires as much courage as it does insight. Throughout the story, Lencioni reveals the five dysfunctions which go to the very heart of why teams even the best ones-often struggle. He outlines a powerful model and actionable steps that can be used to overcome these common hurdles and build a cohesive, effective team. Just as with his other books, Lencioni has written a compelling fable with a powerful yet deceptively simple message for all those who strive to be exceptional team leaders.

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 for communication challenges that often show up as a foggy 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 measurable 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 restore meaningfulness 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 revelations on how to be less isolated and more integrated. 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 communities worldwide Offers expert advice 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.

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.

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 LIPNACK 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 experience 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 MOLDENHAUER-SALAZAR, vice president, talent management, The Gap "For global teams that want to be top-performing, Virtual Team Success should be their team handbook. It's 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, Bayer Healthcare 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 BAYERLEIN, professor, Organizational Leadership, Purdue University

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.

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 altered the meaning of IO research within 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 to further this understanding and serving as a focal text 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?

From crackly conference lines to pixelated video, virtual meetings can be problematic. But you can host a productive 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 Following up from afar 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.

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 Ro Co 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.

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)

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 save you time) When to schedule meetings to minimize the number of interruptions (batching techniques) How to take helpful meeting minutes (note-taking strategies that save you time) There are two main problems with meetings. First, there's a quantity problem (too many meetings), and second, there's a quality problem (too many bad meetings). After reading this short book, you'll learn how to address both those problems. You will learn how to have fewer meetings, how to have better meetings, and how to get the most out of your meetings to get things done. You'll benefit by saving your team and yourself some time, and you'll end up with more successful meetings. The book is divided into three sections: Section I: Before Your Online Meeting Decide on a Need and an Objective Determine the Attendees and Draft an Agenda Define the Remote Logistics Send the Invite, Agenda, and Reminders Section II: During Your Online Meeting Join Early and Cover the Ground Rules Run Through the Agenda Capture the Meeting Minutes Close with a Review Section III: After Your Online Meeting Distribute the Meeting Minutes Follow Up on Action Items Note: The subject of meetings can be really boring, and you've probably heard most of the common-sense advice about meetings before, so there's nothing earth-shattering about the material in this book. However, if you follow all the steps to the letter, then this will be the only book you're ever going to need about managing your virtual teams effectively, guaranteed. Free Bonus As a free bonus for purchasing this book, you'll get a free Meeting Minutes Template and a free Meeting Agenda Template (MS Word format) that you can copy and paste and use with your own team. Would you like to learn more? Purchase Better Online Meetings now to get started. Scroll to the top and click on the "buy button."

Practical ideas, tools and tips for managing yourself, collaborating with others and leading other people when working in remote, virtual and hybrid teams, and when working from home. Based on the latest research and over 25 years' experience training over 100,000 people in remote and virtual working with over 400 leading organizations around the world. Includes the latest learning from the COVID period global mass experiment in remote working. Learn how to enjoy the benefits of remote and home working including higher productivity, better engagement, and improved work life balance. Develop some practical strategies to overcome some of the challenges including. Managing yourself - managing boundaries, designing a sustainable and productive pattern of home 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 a heartbeat of communication Leading others remotely - adapting your leaderships style, balancing control and trust virtually, running positive remote coaching and performance conversations, creating autonomy
and psychological safety, managing inclusion and creativity virtually. Kevan and Alan Hall run Global Integration, a training company focused on new ways of working. Their intensely practical 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.

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, smartphones, 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!

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 with the asset of working with virtual employees. Focusing on business growth, Ducker explains every detail you need to grasp, 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 the knowledge and tools necessary for building your dream business with the help of virtual staff.

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.

Learn to Innovate and Make Real Change In our era of disruption and possibility, there are so many great opportunities within your grasp; however, most smart and successful people miss out. Unfortunately, your capabilities are limited by the seven traps of path dependency, which cause you to repeat past decisions. These traps can limit you from seeing the potential of what could be. If you could overcome these traps, what could you accomplish? How much more successful could you be? Create the Future teaches you how to think disruptively, providing specific steps to create real innovation and change. This book combines Jeremy’s high energy, provocative thinking with tactics that have been battle-tested through thousands of his team’s projects advising leading innovators like Disney, Starbucks, A nex, IBM, A didas, Google, and NASA. On top of all that, this is a double-sided book, paired with The Innovation Handbook, a revised edition of Jeremy’s award-winning book, Exploiting Chaos.

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 gaps 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.

Leadership first, location second As more organizations adopt a remote workforce, the challenges of leading at a distance become more urgent than ever. The cofounders of the Remote Leadership Institute, Kevin Eikenberry and Wayne Turmel, show leaders how to guide their teams by recalling the foundational principles of leadership. The authors’ “Three-O” Model refocuses leaders to think about outcomes, others, and ourselves— elements of leadership that remain unchanged, whether employees are down the hall or halfway around the world. By pairing it with the Remote Leadership Model, which emphasizes using technology as a tool and not a distraction, leaders are now able to navigate the terrain of managing teams wherever they are. Filled with exercises that ensure projects stay on track, keep productivity and morale high, and build lasting relationships, this book is the go-to guide for leading, no matter where people work.

"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 game-changing benefits of the remote workplace. Managers benefit by 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 reliant on sharing confidential documents 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.

The ultimate guide to leading remote employees and teams, tackling the key challenges that managers face—from hiring and onboarding new members to building culture remotely, tracking productivity, communicating speedily, and retaining star employees.

Get remote team members to interact as if they're in the same room! Whether you're videoconferencing with 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, innovation, and creativity among team members. 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.

This new edition examines intercultural communication in the workplace. Firmly grounded in theory, it offers practical suggestions on how people can develop cultural awareness and communication skills. Fully updated with the latest research, this makes an ideal core text.

Working remotely gives you flexibility and independence. But it can pose challenges when you need to team up with colleagues or coworkers. Virtual Collaboration covers the basics of working productively--and collaboratively--from anywhere. You’ll learn to: Communicate clearly over a variety of media Bond with colleagues across the wires Keep others--and yourself--accountable Avoid and mitigate tech glitches 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.
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 people in the work place. Experiential exercises, self-assessments, and a variety of real-world cases and examples provide 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 relevant discussions to help foster student engagement. The new edition has been rigorously updated with the latest research throughout and includes expanded coverage of Machiavellian leadership, ethical decision making, and organizational design through change. New Best Practices and Research in Action boxes as well as new Toolkit Activities and Self-Assessments have been added to make the text even more hands-on and practical.

A Washington Post Bestseller Hello? Are you there? Can you hear me? Communicating virtually is cool, useful, and ubiquitous. But whenever there's a glitch with the technology 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 misinterpreted. The truth is, 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, practical 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 will help--and 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.

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.

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. Nemiro—an expert in building organizations and virtual teams—Creativity in Virtual Teams provides a valuable tool that takes 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.

The world is now your office! You can work from home, from a coffee shop, or even from the gym—but how do you keep on task and stay motivated when you’re alone. In Working Remotely, authors Mike, Holly, and Teresa discuss how to ward off toxic levels of loneliness, how to get what you need from colleagues spread across the world, and how to network and grow in your career when you are sitting in an office of one, plus many other topics that will help you survive and thrive as a remote worker. Mike, Holly, and Teresa use their different paths through Kaplan to help the remote worker figure out how to set up the right headspace for them. “Working Remotely paints a very real picture of what it's like to be a remote worker in an organisation. In contrast to most books on remote work which have been written with managers, business owners or freelancers in mind, Secrets of the Remote Workforce speaks directly to employees, guiding them through their day to day.” -Pilar Orti Director of Virtual not Distant “Working Remotely is a terrific map for helping employees who work remotely take charge of their own career. The authors have all survived and thrived as remote employees. While other resources focus on how to manage remote employees, this book highlights the power that employees have to drive success for themselves.” -Susan Cates, Strategic Advisor

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.
They say it's better to rule in Hell than serve in Heaven. But Enzo's not so sure anymore. Haunted by the horrors of his fall, Enzo, a demon agent of the Fel, smothers the angst of his impending damnation by indulging in vice with no regard to who it wrecks. But the dreadlord has given him a new assignment: infiltrate the enemy sect of demons known as the Unfallen and recover their captured ally, Lorcan, the alpha of Atro City's pack. The mission goes according to plan, until he falls in love with someone he should hate. Or at the very least use and destroy. Blindsided by emotions he never thought were possible to feel, Enzo must blend in with his enemies and decide which side of the holy war he's really on—even though he's damned no matter what he chooses. With angelic lore inspired by Milton's Paradise Lost and The Book of Enoch... This magical & macabre urban fantasy features a brooding, BMX-riding antihero who wants nothing to do with the forces of good unless it suits him. Dark Fantasy — Urban Fantasy — Horror — Dark Paranormal Romance

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