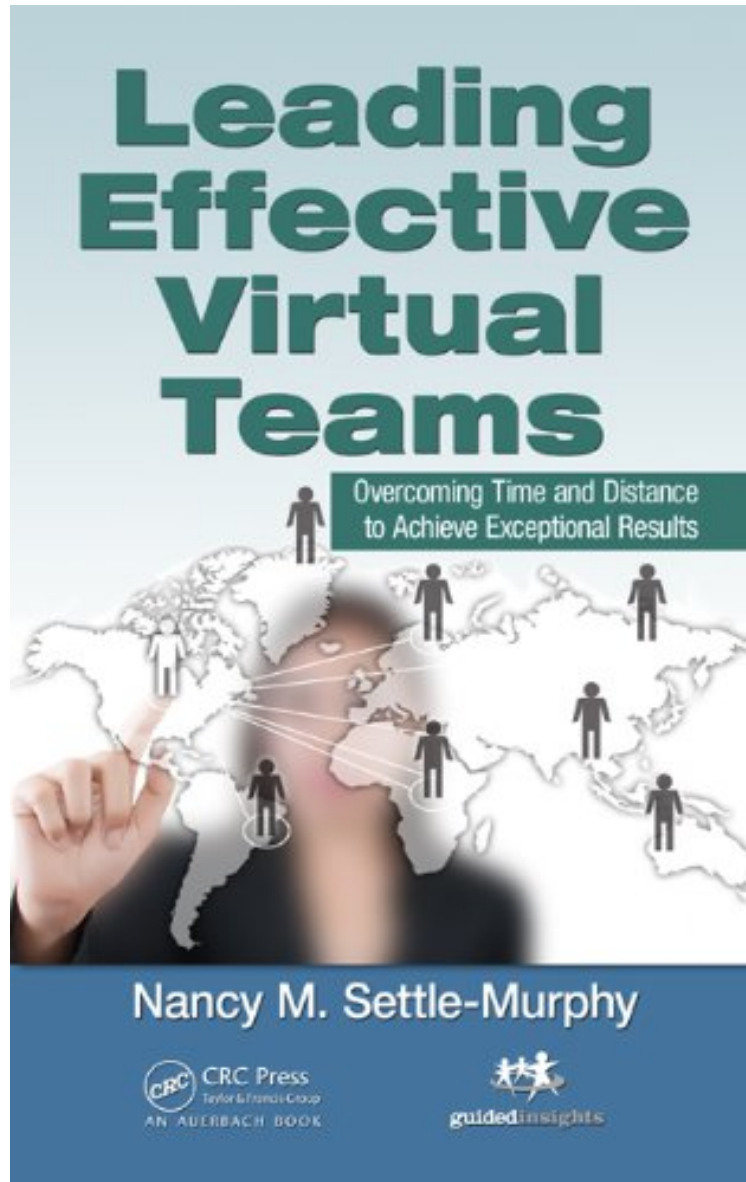


(Free pdf) Leading Effective Virtual Teams: Overcoming Time and Distance to Achieve Exceptional Results

Leading Effective Virtual Teams: Overcoming Time and Distance to Achieve Exceptional Results

Nancy M. Settle-Murphy

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Nancy M. Settle-Murphy : Leading Effective Virtual Teams: Overcoming Time and Distance to Achieve Exceptional Results before purchasing it in order to gage whether or not it would be worth my time, and all praised Leading Effective Virtual Teams: Overcoming Time and Distance to Achieve Exceptional Results:

2 of 2 people found the following review helpful. Practical advice and learnings for teams around the GlobeBy JudyKI

have been a project manager of virtual teams since the Digital Equipment Corporation/Compaq merger (1998). My entire local team was laid off and I needed to work with people that were not in my physical location. I could have used this book then! I found the book easy to read with very practical advice that stares us in the face but perhaps haven't thought about in a while - for example - all of my conference calls are in English. Some participants may not be as proficient and Nancy's suggestion to always use a visual thru web conferencing is a very good one. I find using a visual always helps with requesting project status to brainstorming. Another good advice that we can take for granted is listening. I know it sounds easy but active listening with virtual teams is critical. I am an impatient project manager and I find myself just drilling to the points, trying to get back on track and keep moving. Active listening slows me down to pay attention on the headset to clues. Advice that I really liked was the section on keeping people engaged during a virtual call - when you have silence and lack of participation to the "curveball pitcher" who throws out a topic that has nothing to do with the conversation! I actually do have that person on a project right now. I enjoyed reading this book and have really tried to internalize some of its many points. 1 of 1 people found the following review helpful. Wish I Had This Book a Year Ago By Mike Gil In the last year, I have joined a team that is highly virtual, and our standard way of meeting has changed from F2F (face-to-face) to via phone and web (e.g. Microsoft Lync). Nancy's book provided useful tips for understanding, assessing, and leading virtual teams, ranging from simple ways to make team members feel included on teleconferences to more advanced team dynamics like assessing individual performance for team members one has never met. I would recommend this book to anyone undertaking a collaboration technology project (via portals, e-mail, telephony, IM/presence, web conferencing, or any combination of them) to ensure that the users of such tools are ready for the shifts in how they work. 0 of 0 people found the following review helpful. The Go-To Guide for Facilitating Virtual Teams By Abby Nancy Settle-Murphy is the go-to-expert on designing and facilitating virtual meetings. Having recognized the emerging trend of virtual teams several years ago, she was an "early adopter" of virtual platforms and quickly gained expertise on facilitating virtual teams. She also brings knowledge of cross-cultural communication and the challenges of working across cultures, so important in today's world of global team members. I would recommend Nancy's book to anyone who wants to excel in today's world of virtual workers. Abby Yanow President, Boston Facilitators Roundtable

A proliferation of new technologies has lulled many into thinking that we actually have to think less about how we communicate. In fact, communicating and collaborating across time, distance, and cultures has never been more complex or difficult. Written as a series of bulleted tips drawn from client experiences and best practices, *Leading Effective Virtual Teams: Overcoming Time and Distance to Achieve Exceptional Results* presents practical tips to help leaders engage and motivate their geographically dispersed project team members. If you're a leader of any type of virtual team and want to help your team members collaborate more effectively, then buy this book. You will learn how to: Build trust and cultivate relationships, virtually, across your team Design and facilitate virtual meetings that are focused and engaging Influence without authority Motivate and galvanize a virtual team for top performance Blend asynchronous and synchronous communications for better virtual collaboration Navigate cross-cultural and generational differences in the absence of vital visual cues Assess skills, strengths, aptitudes, and preferences from afar Handle other tough issues that can trip up virtual teams The ideas in this book are based on Nancy Settle-Murphy's decades of experience working as a change management consultant, facilitator, and trainer for project teams around the world. Designed to be read section by section in any order, this book shares approaches and techniques to help you address some of the toughest challenges virtual team leaders face, including keeping team members engaged from afar.

Organizations are only now beginning to realize that specialized skills and competencies are needed to lead effective virtual teams ... I particularly enjoyed the practical tips that can be applied to almost any kind of virtual team. Nancy knows what works and shares it with us in a way that is both easy to read and apply. She covers the gamut, from building trust to cross-cultural tripwires, in a way that will work for virtual teams, whatever their makeup. Dr. Penny Pullan, Director, Making Projects Work Ltd. About the Author A renowned expert in the fields of remote collaboration, global teams, and managing wide-scale organizational change, Nancy Settle-Murphy is a popular author of articles, white papers, e-zines, and booklets. Her articles have appeared in publications such as *The Meeting Professional*, *Mass High Tech*, *IT Executive Journal*, *PM Network*, *Association Management Magazine*, and *Intercom*. Drawing from more than two decades of experience in facilitating the work of global teams, Nancy leads highly productive working sessions designed to efficiently and effectively tap the best thinking of key contributors working across time zones, locations, and cultures. Among her recent clients are Hewlett-Packard, IBM, Shell Oil, Greenpeace International, Medco Health Systems, Partners Healthcare, Unilever, and the Consortium for Energy Efficiency. Nancy is an active member of the International Association of Facilitators, the Virtual Facilitators Linked-In Roundtable, Boston Facilitators' Roundtable, and American Society for Training and Development. A presenter, trainer, and coach, Nancy parlays her expertise to help answer questions such as: Under what conditions must we really meet face to face to get work done? How can we make remote meetings productive amidst chronic

multitasking?bull; How do we engage and motivate virtual team members in times of change?bull; Can remote teams really cultivate trust when social relationships are not possible?bull; What communications methods work best for cross-cultural virtual teams?bull; How can we navigate our way around cross-cultural differences?bull; What skills are essential for leading virtual teams? Some of Nancy's most popular speaking topics include: Facilitating Cross-Cultural Teams, Building Trust Across Borders, Leading Virtual Teams, Planning and Leading Engaging Virtual Meetings, and Jumpstarting a Successful Global Project Team. Nancy is available as a speaker, presenter, writer, and as a source of illuminating content for articles related to virtual teams, global teams, remote collaboration, and managing enterprise-wide change. Nancy is president and founder of Guided Insights (www.guidedinsights.com), a facilitation, training, and communications consulting firm based Boxborough, Massachusetts, just outside of Boston.