Module IV. SOFT

Interpersonal Skills Course

Topic 7. Leadership

Lesson 4
Tips for leading virtual teams

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IN THIS LESSON, WE WILL LEARN MORE ABOUT…

THE SPECIFICS OF **LEADING A TEAMWORK ON A REMOTE MODE**, ENCOURAGING COLLABORATION DESPITE THE DISTANCE.

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1. THE FUNDAMENTAL FACTOR IN THE SUCCESS OF VIRTUAL COLLABORATION: PEOPLE

"The human factor remains the main obstacle for global virtual teams."

It is the main conclusion of the study entitled
"2018 Trends in High Performance: Global Virtual Teams."

For virtual teams to work well, it is important how expert those people are at their work and their team spirit

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2. TIPS TO IMPROVE VIRTUAL TEAM COOPERATION

COMMUNICATION

Is so easy in virtual meetings to lose the attention of the participant, and to have a low participation than in physical meetings, it makes it easier for them to forget about their other teammates, live in their own world, don't pay attention, and end up not communicating or collaborating as much as they really need to…

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2. TIPS TO IMPROVE VIRTUAL TEAM COOPERATION

COMMUNICATION

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It's important to create effective **ways of communication**:

CREATE AN OPEN DISCUSSION TO KNOW ALL PARTICIPANTS' OPINIONS.
USE THE CHAT OPTION TO THE CALL TO ASK FOR A TURN TO TALK
WRITE SOME IMPRESSION TO SPEAK ABOUT WHEN THE PERSON WILL HAVE THE TURN TO SPEAK

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BUILD TRUST AND ENCOURAGE COLLABORATION

As a leader you must try that team members should feel that, despite the distance between them, they can trust their colleagues and their work will be valued.

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CREATE OPPORTUNITIES TO LEARN TOGETHER

GET ALL THE TEAM MEMBERS TO BE CONVINCED AND WANT TO CONTRIBUTE THEIR DIFFERENT EXPERIENCES.

PUT A SPECIAL EMPHASIS ON CREATING A POSITIVE ATMOSPHERE IN WHICH EVERYONE GETS USED TO CONTRIBUTING.

CREATE CLEAR AND TRANSPARENT WORKING STRUCTURES IN WHICH THE CONTRIBUTION OF THE TEAM ARE RECOGNIZED BY OTHERS AND OPINIONS CAN BE PROVIDED.

LIVE SURVEYS CAN ALSO BE DONE DURING THE CALL TO KNOW THE DECISION THAT IS MADE ON A MATTER.

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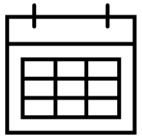

CREATE RULES AND A CLEAR CALENDAR

It is very important to plan your time and your content if you plan to have interesting online meetings.

"LESS IS MORE"

prepare short meetings better than long ones and set a short agenda.

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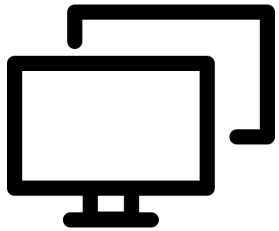

USE TOOL TO SHARE SCREENS DURING THE VIRTUAL MEETING

With this, all participants could see the same info at the same time and they can add new ideas and comments.

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CONCLUSION

Nowadays technologies, if well used, offer us the capacity to be more flexible in our working places and reach high quality corporations, increasing our benefits, now that we can count with contributions from people from almost all over the world.

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