# Virtual Teams Tips 2018

At RW3 CultureWizard we know how to address the ongoing challenges and frustrations of managing virtual teams. Our state of the art online learning and courses, as well as instructor-led training, have been used successfully by hundreds of virtual teams to transform operational challenges into operational excellence.

Our consultative approach starts with an indepth needs assessment. This assessment then leads to a custom tailored, blended-learning program just right for your needs. To get you started on the road to Virtual Team optimization, we created this quick and easy tip sheet.



## MEETING STRUCTURE

Distribute an agenda in advance of meetings. Someone should be responsible for taking meeting minutes to share with members afterwards.



# USE OF SILENCE

Don't assume silence means agreement. It could indicate that team members are simply being polite. They could also be concealing disagreement. Learn to read the different cultural meanings.



#### LEADER / MANAGER PRESENCE

Global team leaders and managers need to signal their availability to their teams so that team members are encouraged to reach out when they need help.



## SHARING IDEAS

Give indirect communicators an opportunity to voice their opinions. Manage participation so that certain people don't dominate the discussion.



#### DELIVERING BAD NEWS

Identify culturally appropriate and "safe" ways to share difficult news. It may need to be in small groups or one-on-one. Be conscious of "face" when sharing bad news.

These tips are just the beginning; contact us at: <u>info@rw-3.com</u> for your own personal assessment. Start today to transform your Virtual Team from a source of frustration to a source of innovation and operational excellence.

