

Practical Tips for Managing Virtual Teams and Off-Site Employees



LIVE AUDIO CONFERENCE

January 8, 2013

1:00 PM – 2:30 PM EST

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In today's global business environment it is not unusual to have team members widely dispersed. But these types of teams present unique challenges for leaders and virtual team members alike. How do you motivate and coordinate from a distance? How do you build a team when people can meet face-to-face only infrequently? What's the best way to communicate with people you don't see very often? If you lead remote team members, part-time project team members, people who often work from their homes, or people who can't normally be in the office, this live audio conference, presented by one of the world's leading authorities on the pragmatic aspects of leading virtual teams, will provide you with the key tools you will need to be effective.

AUDIO CONFERENCE AGENDA

Key Practices for Virtual Team Effectiveness

- Team-Building
- Team Charter
- Operating Guidelines
- Technology - Use Protocols

Operating Guidelines

- Definition
- Sample Guidelines
- Recommended Process

Technology - Use Protocols

- Definition
- Sample Protocols
- Recommended Process

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Meet The Presenter:



Kimball Fisher

The Fisher Group, Inc.

- Co-founder of The Fisher Group, Inc. (<http://www.thefishergroup.com>)
- Best-selling co-writer of *The Distance Manager* and *Manager's Guide to Virtual Teams*
- Consultant to about 20% of the Fortune 100 and important U.S. government agencies including Apple Computers, Bristol-Myers Squibb, Capital One, Chevron, Intel, IRS, McDonalds, Microsoft, NBC, Staff Office of the U.S. Senate, U.S. Department of Treasury, and Wellpoint
- Previous management experience with Procter & Gamble
- First recipient of BYU's prestigious William G. Dyer Outstanding Alumni Award for significant contributions to the field of Organizational Behavior
- Can be contacted at kimball@thefishergroup.com

**"The ability to learn
faster than your
competitors may be
the only sustainable
competitive
advantage."**

— Arie de Geus



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Who Will Be There?

This live audio conference is designed for supervisors, team leaders, business owners and managers, presidents, vice presidents and human resource managers.

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TELEPHONE: 866-352-9539

FAX: 715-833-3953

MAIL: Mail this form with payment information to:

Lorman Education Services
Dept. 5382, P.O. Box 2933
Milwaukee, WI 53201-2933

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