A Manager's Guide to

VIRTUAL TEAMS

TEAM SETUP™ WORKSHOP FOR

MANAGEMENT
TEAMS

ACTIVITY GUIDE

AIM®
STRATEGIES
APPLIED INNOVATIVE MANAGEMENT®

a YAEL ZOFI company

BRIEF CONTENTS

Detailed Contents

Module Four - Context Communication and Team Code

Module Five - Trust and Accountability

Module Six - Global Leadership

Module Seven - Team Setup™ MAP

Quick Reference

PREFACE

With greater demands from global competition and fast-changing technology innovation, even the most talented managers are finding it necessary to rethink and retool to stay relevant, attract new talent, and manage teams effectively.

No one understands this more than Yael Zofi, Founder and CEO of AIM Strategies®. As an organizational development student at Columbia University, Yael began documenting the dramatic changes occurring with the advent of personal computers and the technology explosion that followed. She continued to track these changes while at JP Morgan serving as Global VP of Leadership Development.

In 1998, she started AIM® dedicating herself full-time to her research to help executives navigate the challenges to come. The culmination of her efforts came in 2011 with her book, *A Manager's Guide To Virtual Teams*. The accessibility of this text is a hallmark of her brand. Using common themes for quick delivery of complex details has proven successful in reaching busy audiences.

This activity guide, based on Yael's book, is filled with informative, thought-provoking activities designed to help new and seasoned managers better understand and connect with their virtual environments and teams. The highly-interactive and entertaining approach of the workshops this guide supports ensures greater learning and faster retention.

Content for this guide is presented in a 'plug and play' module format to allow greater customization. The modules can be conducted as stand-alone sessions or in combination for more flexible, creative and efficient facilitation. The 'Quick Reference' at the back of this booklet provides helpful tips to reinforce concepts covered in the workshop.

The workshop you are about to participate in is tailored to your organization with the understanding that no two organizations and likewise no two virtual teams within an organization are alike. Therefore not all modules in the Virtual Team suite of services are represented in this guide.

About the Author

Yael Zofi, author, educator and consultant is a sought after speaker on the topic of virtual teams and global leadership. She has worked with numerous fortune 500 companies and has appeared on Bloomberg.com, Forbes, and CNBC. A developer of many team-based assessment tools and international talent management programs, she has also facilitated global team strategy retreats and merger integrations of eight separate global organizations. Ms. Zofi teaches at the American Management Association and NYU, and holds a BS from Rutgers and an MBA from Columbia University.

Module One

VIRTUAL TEAMS OVERVIEW

Module One provides an overview of the fast-paced and constantly evolving business landscape influencing alternatives to traditional office, team and management structures while dispelling myths commonly associated with remote working environments. This module explores trends, costs, and comparisons to inform you of targets and high-level best practices from which to gauge your own virtual team development.

H i g h l i g h t s

- **Virtual Communication Squares**
- **Teams Then & Now**
- **Vote With Your Feet Activity**
- **Virtual Teaming As a Competitive Advantage**