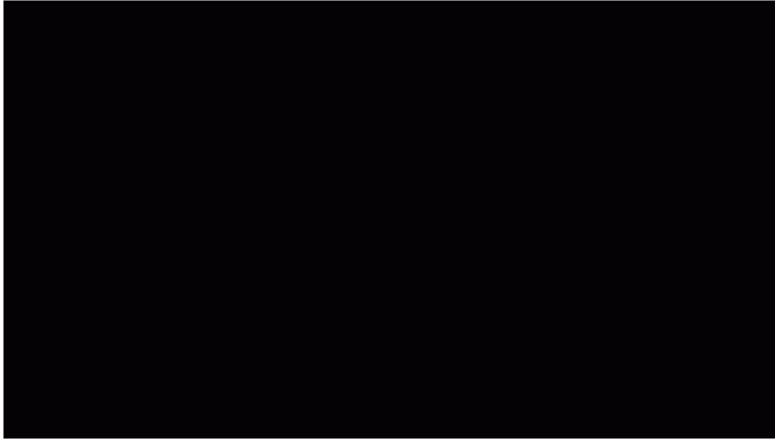


Virtual Leadership for Managers: Best Practices (Part 3)

1. Course Opening

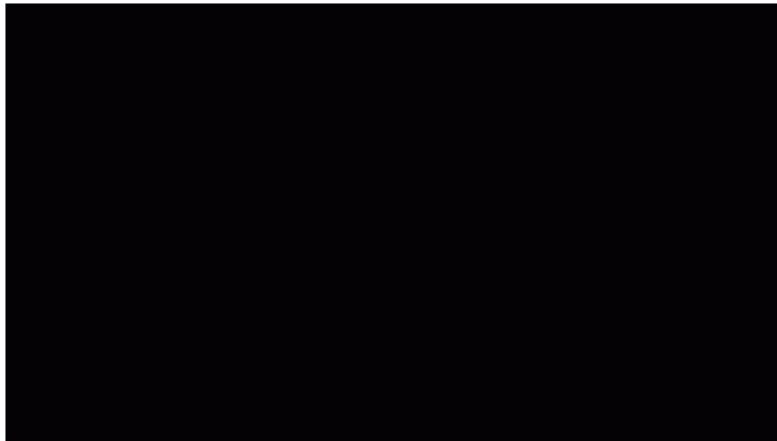
1.1 Welcome Slide



Notes:

Welcome to part three of the Virtual Leadership for Managers Best Practices Training Series provided by the Human Resources Administration Division of the Georgia Department of Administrative Services. This section reviews how to use team exercises for building strong relationships with the virtual team.

1.2 Part Three: Building Strong Working Relationships with the Virtual Team



Notes:

In the previous video, you reviewed how to properly identify eligibility characteristics of a virtual team member.

Part Three of this training series provides you with tips on how to build a strong working relationship with a virtual team.

As a manager leading remotely, it is important you build relationships and connect with team members. Speaking strictly about work and the completion of objectives may cause team members to perceive you as uncaring.

First, consider the following questions for assessing the needs of the virtual team: Do team members require opportunities to know each other personally (i.e. family, hobbies, interests, etc.)? Do team members require opportunities to be lighthearted, laugh, or not be so serious? Do team members require opportunities for better understanding everyone's work responsibilities, skills, etc.? Keep in mind, even if none of these issues apply, it is always beneficial to strengthen work relationships on a professional and personal level. This will benefit each individual team member and the team's overall success. The following video provides

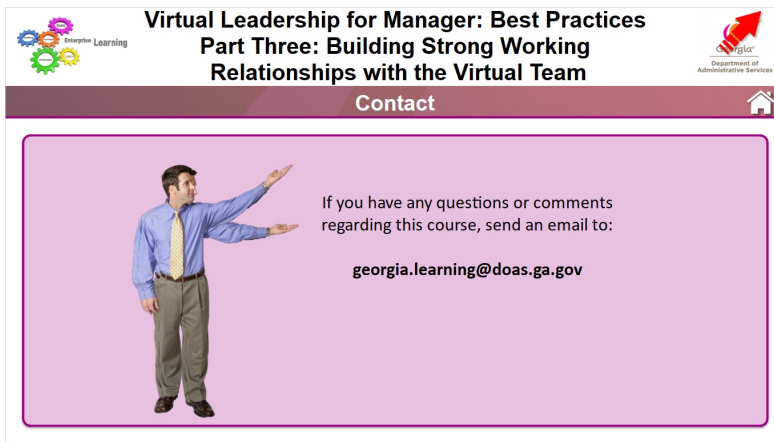
examples of team building exercises with the virtual team but should not be considered all inclusive: What's Going On? Create a five to ten-minute agenda item for each team meeting, allowing team members to discuss weekend activities, family events, or personal hobbies. With the exercise as a re-occurring event, not everyone needs to share each meeting. Make certain, however, you include everyone over time. The Spotlight Is On You. Highlight one team member for each group meeting. The team member speaks about his/her professional background and experience, current work assignments, and why he/she enjoys working for the agency. Encourage the other team members to ask questions and offer ways they can help the individual, or how the team member can help the team. Who's Who? Before the next team meeting, identify an exercise facilitator, either yourself or another team member. Each team member emails the facilitator one fact about him or herself. It may be a professional, personal, or fun fact. The facilitator compiles and emails the list of facts without names to the entire team. During the next team meeting, give the team five to ten minutes to identify which fact belongs to each person. The team members share their guesses for which fact they think belongs to which team member.

My Cultural Background. Typically, virtual teams have individuals who grew up or lived in different parts of the United States or in a different country. Ask team members to share something unique about where they once lived, addressing questions such as the following: What was the climate like? What activities do people enjoy? What are the special events/holidays in the region? What are the unique/special food dishes? In addition to the virtual meeting exercises, **establish a set time for a you and the team members to meet in person as a group, when possible.** This will help personalize each member of the team based on how they live as well as how they work. In the next video, you review

essential guidelines for keeping the virtual team performing at a high level.

2. Course Closing



2.1 Contacts




Notes:

Click on the Resources link for downloading a transcript of the course. If you have any questions or comments regarding this course, send an email to: georgia.learning@doas.ga.gov

2.2 Course End




Virtual Leadership for Manager: Best Practices
Part Three: Building Strong Working Relationships with the Virtual Team

Closing

Congratulations! You've completed part three of the Virtual Leadership for Managers series! You are now ready to:

- Identify how to properly assess the needs of the virtual team
- Use team building exercises with the virtual team
- Conduct in person meetings with the virtual team, when possible



Continue to part four

Exit

Notes: