



# BUILDING GREAT VIRTUAL TEAMS: A BLUEPRINT FOR SUCCESS

*“A lot of organizations create virtual teams with almost no understanding of the unique implications of that decision.”*

**- Margaret A. Neale, Professor, Stanford Graduate School of Business**

Organizations that proactively plan how to structure their virtual teams and understand “what good looks like” will see a better return on their investment. What can you do to increase the likelihood that your virtual teams – whether they are in the formation stage or have been operating for a few months – are set up for success?

OnPoint’s *Virtual Team Launch Kit*, offered as a face-to-face program or as an interactive facilitator-led virtual classroom session, is designed to achieve the following objectives:

Build the foundation to create a culture of collaboration among virtual team members  
Clarify roles, responsibilities and decision authority among virtual team members for key decisions and actions in which they are involved  
Ensure virtual team members have the skills and knowledge to sustain a culture of collaboration.

## **THE VIRTUAL TEAM LAUNCH KIT COVERS THE FOLLOWING TOPICS:**

- Is your Organization Prepared to Support Virtual Teams?
- Forming Great Virtual Teams: What Does Good Look Like?
- Creating a Sense of Purpose (Sense of Purpose Checklist)
- Clarify Expectations for Collaboration, Communication and Dealing with Conflicts
- Virtual Team Etiquette (Expectations for Responding to Emails and Messages and Participation in V-Meetings)
- Tips for Monitoring Virtual Team Performance