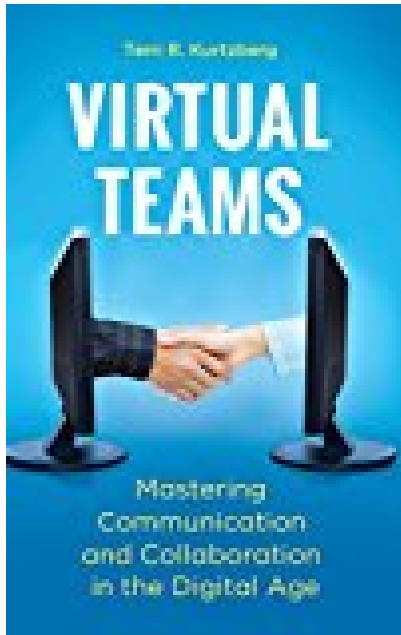


# Virtual Teams Mastering Communication and Collaboration in the Digital Age

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## BOOK DETAILS

- Author : Terri R. Kurtzberg
- Pages : 212 Pages
- Publisher : Praeger
- Language : English
- ISBN : 1440828377

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## **BOOK SYNOPSIS**

To advance in today's workplace requires virtual team skills. Most individuals assume their face-to-face skills will translate, but competency with virtual communication and teamwork requires an entirely new set of skills. This book guides readers down the path to success. • Explains how virtual communication has significantly changed the way people interact and rewritten many aspects of the "rulebook" on how business is done • Defines how team dynamics change when the interaction shifts from in-person to electronic and how to correct for these tendencies to avoid unintended offense or misunderstanding • Instructs readers on building trust, addressing fairness, and dealing with conflict in an online environment • Provides relevant, instructive anecdotes based on the experiences of dozens of managers, allowing readers to learn from their real-world successes (and disasters)

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