



Virtual Collaboration (HBR 20-Minute Manager Series)

Harvard Business Review

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Whether you work at a home office or in one location of a global company, you need to work well with others to meet your professional and organizational goals. This book offers strategies for collaborating with colleagues more effectively no matter where you are. You'll learn tips and strategies for addressing a wide range of virtual work challenges, from conference calls to team chat room etiquette to navigating time zones to coping when technologies fail to avoiding feeling disconnected when you're not interacting one-on-one at the coffee station.

Virtual Collaboration guides you through the basics of:

- Deciding whether remote work is right for you
- Communicating effectively over a variety of media
- Clarifying the processes, goals, and tools you'll use to communicate and collaborate with your colleagues
- Navigating common challenges, such as technology glitches, isolation, conflict, and performance issues

About HBR's 20-Minute Manager Series:

Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic.

Advice you can quickly read and apply, for ambitious professionals and aspiring executives—from the most trusted source in business. Also available as an ebook.

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