



Virtual Collaboration

Effective Communications, Strategies and Tools for Working
Together from a Distance

Content

INTRODUCTION

Welcome to "Virtual Collaboration"
The Challenge of Virtual Collaboration
Course Learning Objectives
Overview of Course Content and Organization

EFFECTIVE COMMUNICATIONS

Making Common
The Medium is the Message
Virtual Feedback Loops
High-context communications in a low-context virtual world
Verbal and Non-Verbal Communications
Pre-conditions for Effective Communications
Summary - Strategies for Effective Communications

COLLABORATIVE RELATIONSHIPS

The Magic Relationship Ratio
Virtual listening
Summary - Strategies for Collaborative Relationships

VIRTUAL FRAMEWORKS, PROCESSES & TOOLS

Framework and Tools
Selecting a virtual meeting platform
Process Flow/Design
Choreographing conversations across communication channels
Summary - Strategies for Virtual Collaboration Frameworks, Processes and Tools

FACILITATING VIRTUAL MEETINGS AND TEAMS

Teleconference call in real life

10 Business Reasons to Meet and Collaborate Virtually...

Keeping it interactive - Less is more

Keeping it interactive - Participation

Technology is always a barrier

Personal (Non-Business) Conversations

Progression of Communication

Summary - Strategies for Facilitating Virtual Meetings and Teams

LEARNING VIRTUAL WAYS

Cross-channel communications fluency

Integrating thinking and doing

Aligning personal and organizational virtual learning

The Way of Improvisation

Summary - Strategies for Learning Virtual Ways

MORE RESOURCES

Summary of Virtual Collaboration Strategies (in this e-course)

Web-conferencing checklist

Folder and File Organization Guidelines

Recommended Books for the Virtual Collaborator

e-book: Picture Collaboration - An Illustrated Guide for Working Together...

e-book: Collaborative Maxims - Principles for Working Together