



## ***Virtual Teams for Dummies* Discussion Guide**

**Directions:** *Virtual Team for Dummies* is an ideal book for team members who are becoming oriented with remote work situations and virtual teaming. Working at home can be isolating for some people at first, so creating a “virtual book club” to discuss the ideas and suggestion that author Tara Powers details in the book is an ideal way to launch a virtual team or reset one that might be experiencing challenges. The 15 questions below are designed to help guide your team through a facilitated discussion.

1. In Chapter 1 author Tara Powers discusses some of the reasons why virtual teams are rapidly growing. How do those reasons fit with your experience? Discuss other benefits (for both your organization and individual employees) of virtual teams.
2. In what ways can remote work be a more effective way to work? In what ways is it less ideal? How can those less ideal aspects be addressed or conquered?
3. In Chapter 2, Tara provides three short examples of companies that have been successful with virtual teams as well as longer case study. What can we learn from these examples and apply to our situation?
4. How have you prepared your mindset for remote work and being part of a virtual team?
5. Please share any tips or tricks you have discovered to prepare your home office for working virtually. What helps you to limit distractions and stay engaged at home?
6. What have you found most challenging about working virtually? How are you addressing those issues?
7. What is our virtual team’s purpose? What are our priorities? What do we want to be known for?
8. What are our team values or “bumper rails” that we agree to operate by?
9. What’s our plan for onboarding new team members?
10. How will we build trust and rapport among our team members?
11. In Chapter 13, Tara discusses best practices in virtual team communication. How will we implement these ideas on our team? Are there any others we’d like to add?
12. Are there any technology-related issues that our team needs to resolve? If so, what are they and what is our plan for resolving them?
13. Chapter 19 discusses personal motivation. What will we do to create passionate team members?
14. Have we clarified how work will flow through our team? What’s our plan and processes for getting work done?
15. What connection ideas should we adopt and commit too?

**If your are interested in learning more about Powers Resource Center’s remote work and virtual team training, please call (720) 295-3302 or email [info@powersresourcecenter.com](mailto:info@powersresourcecenter.com).**

