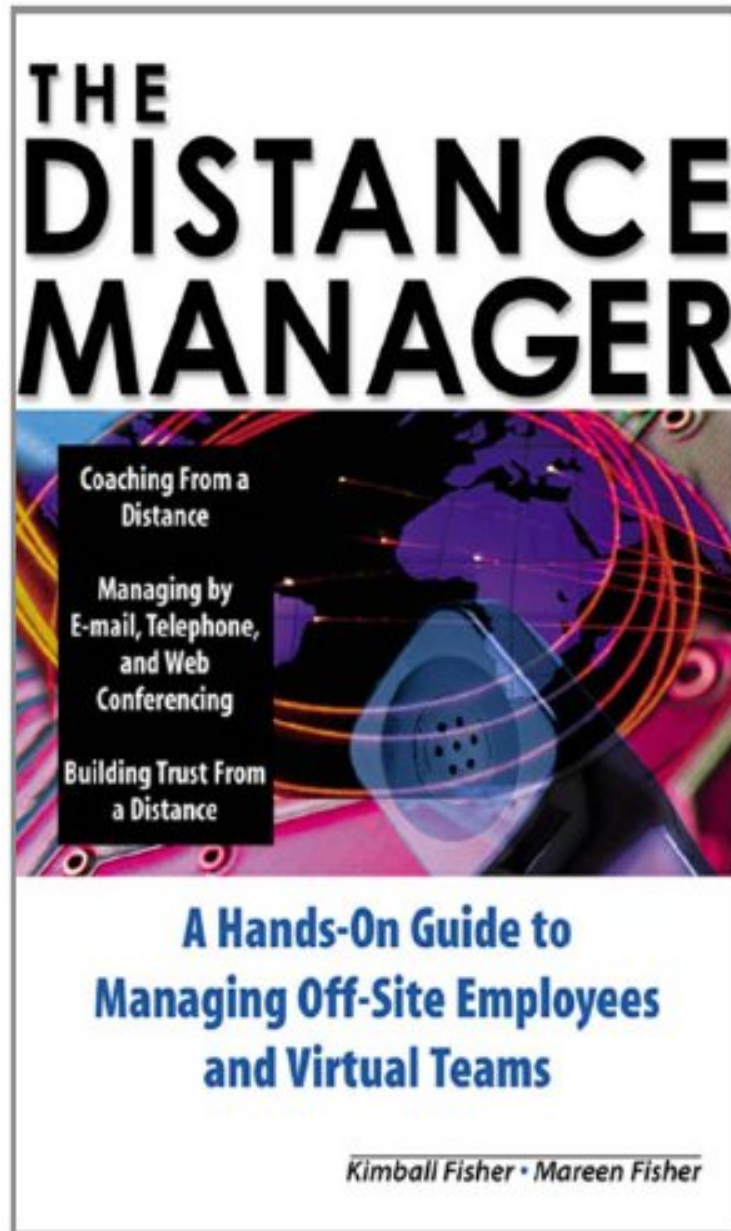


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## The Distance Manager: A Hands On Guide to Managing Off-Site Employees and Virtual Teams

*Kimball Fisher, Mareen Fisher*

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Global business demands and new technologies have created a virtual workplace for many companies, with employees and teams routinely collaborating from distant geographical locations on the road, from home, at client sites— even on the other side of the globe. The Distance Manager provides practical information and tools to help managers bridge the communication gaps created by geographical separation, and get peak performance from employees they rarely see. This handbook is perfect for sales managers, project team leaders, senior managers, and anyone who manages people at more than one location. Key topics include: • Using e-mail, teleconferencing, and videoconferencing for maximum effectiveness • Mastering the people skills required to manage from a distance • Virtual team building, and strategies for managing multiple locations

From the Back CoverHow do you know you're getting peak performance from people whom you manage at another location? How do you motivate and communicate with people who work off-site? How do you coordinate the responsibilities of virtual team? How do you lead people who don't report to you and may even work for another company? As the nature of the workplace changes, more and more managers are confronting these challenges. This is the first book that answers them. The Distance Manager draws on the experiences of a cross-section of managers at every corporate levelmen and women who themselves have been thrust into the challenging world of distance managing and who have learned to do a tough job well. Some are sales managers, some are field managers, some are production managers. They work for large Fortune 500 corporations and for small technology start-up companies. Now you can benefit from their experiences and hard-won wisdom as you discover the secrets of: •Inspiring and motivating individuals and teams from afar •Coaching for peak performance via e-mail, the telephone, teleconferencing and videoconferencing •Building a cohesive team comprised of workers in different locations •Managing projects from a distance •Using the Web to set up effective shared workplaces and files •Leading people who don't report to you •Keeping work on track and on time •And much more!About the AuthorKimball Fisher and Mareen Fisher are co-founders of The Fisher Group, Inc. and have worked with many Fortune 100 companies to implement high- performance management systems. They have consulted to clients in North America, Western Europe, Asia and Africa with companies such as Amoco, Apple Computers, Chevron, Corning, Delphi/Delco, Hewlett-Packard, Monsanto, Motorola, NBC, PepsiCo, Proctor and Gamble, The Port of Seattle, Shell, and Weyerhaeuser. The Fishers have trained thousands of managers. They are widely published and are popular speakers on teams, leadership and organization design. Kimball. Fisher is author of Leading Self-Directed Work Teams and co-author of Tips for Teams.