

5 KEYS TO ACHIEVING SUCCESS WITH YOUR VIRTUAL TEAM

OUTSOURCING
UNIQUELY
DESIGNED
FOR YOU

SIMPLE SOLUTIONS
FLEXIBLE PROCESS
SCALABLE GROWTH



GLOBAL BP
SOLUTIONS, LLC

Successful Virtual Teams Free Up your Time

More time is all we desire as Managers, Business owners, CEO's and Entrepreneurs. The use of Virtual Teams (VT) and Outsourcing is one of the most effective ways to grow your business, elevate your existing team, and find you more time to work "On" the business not "in" the business

IDENTIFY YOUR NEEDS

Define the resources you need and be specific. Your VT firm can only recruit as well as the details provided.

“ Recruiting virtual team members is fast becoming a leading trend globally



Be specific with:

- Title/position
- Work hours
- Skill set
- Expected reporting
- Detail of daily/weekly work
- Goals and objectives

TRAIN TRAIN TRAIN

Your VT is no different than physical team members. Train them for success!

1



Identify the areas you want your Virtual Team to work on.

2



Make a short list of your key performance indicators.

3



Train your Virtual team and re-train your Virtual Team.

4



Allow some time for questions as your Virtual Team assimilates.

MICRO - MANAGE (DON'T)

Once you have selected and trained, let your VT go to work. Will they make mistakes? YES, but don't we all. Allow them to soar.



You should be involved in planning strategies for the company, coaching employees and contributing to the growth of the business while your Virtual Team works.

REPORTING

1



WEEKLY REPORTS

Agree on what to include in reports and the timelines

2



MONTHLY REPORTS

Agree on what to include in reports and the timelines

COMMUNICATE

Open and clear communication makes a lot of difference. Ensure that you and your Virtual Team are on the same page in terms of deliverable.



It is critical that you have good, open means of communication with your VT. Phone, email, video conferencing, etc. Set regular meetings to review their reporting and progress and to direct and redirect as needed.