



# **The Virtual Manager Collection (3 Books) (HBR 20-Minute Manager Series)**

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Today we have greater control over where and when we work. As our businesses spread across the world and technology makes it easy to do our jobs from anywhere there's Wi-Fi, more of us have the option to go remote. But that doesn't mean we're good at it. Whether you're calling in from a home office every day or one of your team members occasionally logs in from the quiet car on a train, distance can make collaboration more difficult. Remote work gives teams flexibility and options, but when you're not face-to-face with colleagues, it's difficult to set and manage expectations, deal with inevitable tech glitches, keep your people (and yourself) motivated and engaged, and infuse warmth and personality into the blunt communication tools you're using.

The Virtual Manager Collection gives you the solutions you need to be productive, whether you're managing a team, a project, or just your own work. This specially priced three-volume set includes *Virtual Collaboration*, *Running Virtual Meetings*, and *Leading Virtual Teams*.

Tips and strategies cover:

- getting your technology up and running—and keeping it there
- building and maintaining relationships from afar
- communicating well through a variety of media
- running productive virtual meetings
- setting and managing expectations for your work
- leading geographically dispersed teams

This set has the practical advice, insights, and tools you need to work well, no matter where you are.

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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