



## IME: Working Virtually (Mixed media product)

By Jackie Black, Jonathan Dyson

Delta Publishing, United Kingdom, 2013. Mixed media product. Book Condition: New. 168 x 106 mm. Language: English . Brand New Book. International Management English is a ground-breaking new series developed by York Associates, who have been preparing professionals for international work for over 30 years. The series covers four key aspects of international business operations: Leading People, Managing Projects, Managing Change and Working Virtually. Working Virtually deals with the challenges facing those who have to work remotely from their colleagues using a range of technology to keep in touch. It covers all aspects of working in a virtual environment, from communicating effectively through to solving problems and building strong teams at a distance. Working Virtually contains eight units, focusing on: understanding virtual communication; preparing for successful communication; working in virtual groups; working with technology; effective writing; building relationships; managing diversity; and teams and leadership. In every unit, Working Virtually provides comprehensive training in the skills proven to be necessary to operate successfully in the world of international business: relevant language skills, communicative ability, people-management skills and intercultural competence. This training is delivered through extensive speaking and listening activities, professional input, skills practice, intercultural awareness-raising and case-study discussions. In addition, the...



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