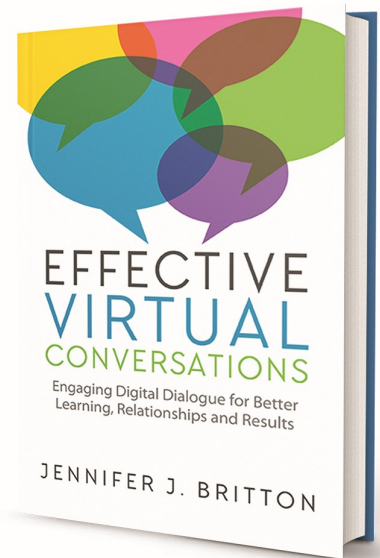# COMING SOON
EFFECTIVE VIRTUAL CONVERSATIONS

From Jennifer Britton, Author of Effective Group Coaching (Wiley, 2009) and From One to Many: Best Practices for Team and Group Coaching (Jossey-Bass, 2013)

We live and work in an increasingly digital world. From coaching to meetings, from training to events, more and more of our professional interactions are moving from the "real world" to the virtual realm. But while technology continues to evolve at lightning speed, much of our communication methodology is still stuck in the 20th century. The result? Miscommunication, disengagement, and lost time and productivity.

Effective Virtual Conversations: Engaging Digital Dialogue for Better Learning, Relationships and Results is the antidote to this situation.

"In this world of ever-increasing virtual communication, if you conduct online meetings, training, or coaching, Effective Virtual Conversations is your go-to book for reducing the bumps and wrong turns along your journey to communicating effectively in the virtual sphere."

Suzan Czajkowski, MA, PCC, TheCommCoach

Written by award-winning group coaching and team development expert Jennifer Britton, Effective Virtual Conversations is your guide to successfully navigating and getting the most out of this brave new world of communication. A former global virtual leader herself, Effective Virtual Conversations also addresses the expanding field of virtual and remote teams.

Step by step, you'll develop not only the necessary skills to communicate and lead across a constantly changing range of platforms, but the confidence you need to build interpersonal connections, facilitate events and successfully translate almost any activity to the virtual realm. You'll learn:

- **Essential elements and core skills of virtual conversations**
- **Understanding – and avoiding – the "Death by Conference Call" mindset**
- **Safety, Connection and Trust – the Triad of Virtual Learning**
- **The importance of understanding cultural differences**
- **How to design a successful virtual event from start to finish**
- **Common pitfalls and how to avoid them**
- **Creating exceptional virtual and remote teams, and developing resourceful virtual team leaders**
- **And more…**

"Effective Virtual Conversations is a valuable resource for virtual team leaders. It is generous with useful knowledge that can be used for day to day management and includes a variety of references for further reading. I particularly like the practical activities which can be used for virtual team development."

Jocelin Caldwell, BA ACC RRP CCDP, Vice President Operations

Featuring a wide range of simple and practical toolkits, worksheets, activities and more, Effective Virtual Conversations will give you the tools you need to boost the connection, trust and engagement of your virtual events, setting everyone up for success in the virtual space whether you are a team leader, project manager, coach or trainer.

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Check out the Teams365 blog at PotentialsRealized.com
Upcoming programs include the Virtual Facilitation Essentials (offered quarterly) and the Virtual Facilitation Intensive (15 hours)
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