BUSINESS SCRIPT

Presentations 1
Openings and Conclusions

Greeting	Good morning everyone. Good afternoon everyone. My name is (pause) John Wilson and I'm a (pause) project manager for (pause) Rivasoft. I am Petra Stilov and I run Rivasoft´s European Office.
Introduction	My presentation is about Managing Virtual Teams. I'm here to talk about Managing Virtual Teams.
Explain purpose	The purpose of my presentation is to explain how to manage virtual teams. In this presentation, my goal is to explain how to manage virtual teams.
Outline structure	I've divided my presentation into 3 parts: Cultural Differences, Management and Virtual Teamwork. Today, I'd like to cover 3 main ideas. I'll answer any questions at the end.
Outline structure	Firstly cultural differences, then management and finally virtual teamwork. Firstly cultural differences, secondly management, thirdly virtual teamwork. At the end I'll give out a handout that includes all the presentation slides.
Openings - Stimulate interest: Interesting facts	In a survey of 3000 multinational companies, 83% had problems with virtual teams´ performance. 8 out of 10 professionals have worked in virtual teams. According to Harvard University, by 2020 virtual teams will be the norm in most companies.
Openings - Stimulate interest: Ask questions & rhetorical questions	Raise your hand if you have worked virtually? Anyone like to make a guess? How can we improve communication between virtual teams?
Openings - Stimulate interest: Emphasise importance	This information is important for decision-making within virtual teams. As you are all involved in virtual teams you need to know how to adapt your management style. Adapting your management style is crucial to understanding the problem.
Openings - Stimulate interest: Ask the audience to imagine themselves in a situation	Remember back to when you managed your first team. What would you do differently now? Imagine you're leading a virtual team based in 4 countries. How would you kick-off the project? Have you ever been in the situation where communication doesn't flow between team members?
Summarising	There are 3 main points to remember: cultural differences, management and virtual teamwork. To sum up, there are 3 main areas; cultural differences, management and virtual teamwork. As we've seen in this presentation today, the main ideas were cultural differences, management and virtual teamwork.
Summarising	To summarise the 3 main areas are cultural

	differences, management and virtual teamwork. At this stage I'd like to go over the key points. As we've seen in this presentation today the three main points are cultural differences, management and virtual teamwork.
Recommendations	The recommendation would be to focus strongly on relationships in the beginning. We recommend that you focus strongly on relationships in the beginning. What I'd like to propose is focusing on relationships in the beginning.
Conclusions	In conclusion, the keys are to focus strongly on relationships, trust and communication. I'd like to finish by recommending focusing strongly on relationships, trust and communication. I'd like to leave you with the following thought "Strong Virtual Teams are built on Strong Relationships".
Conclusions	Finally, it is important to note that strong virtual teams are relationship teams. Let me finish with the following idea, "Strong Virtual Teams are built on Strong Relationships".
Questions	If you have any questions, I'd be pleased to answer them now. Any questions? All the presentation slides are included in this handout.