Managing Virtual Teams – Additional Resources

# Courses:

**Communication Within Teams**<https://www.linkedin.com/learning/communication-within-teams>

**Microsoft Planner Essential Training**  
<https://www.linkedin.com/learning/microsoft-planner-essential-training-3>

**Learning OneNote Online**<https://www.linkedin.com/learning/learning-onenote-online-office-365>

**Developing Cross-cultural Intelligence**<https://www.linkedin.com/learning/developing-cross-cultural-intelligence>

**Project Management Foundations**<https://www.linkedin.com/learning/project-management-foundations>

**Working Remotely**<https://www.linkedin.com/learning/working-remotely-2>

# Links:

**“A 2-Year Stanford Study Shows the Astonishing Productivity Boost of Working From Home,”** *by Scott Mautz for Inc. Magazine*<https://www.inc.com/scott-mautz/a-2-year-stanford-study-shows-astonishing-productivity-boost-of-working-from-home.html>

**International Holiday calendar**<https://www.timeanddate.com/holidays/>

Trello – project planning tool  
<https://trello.com/>

Asana – project planning tool  
<https://asana.com/>

# Definitions:

**Kanban board (from Wikipedia):** A Kanban board is one of the tools that can be used to implement Kanban to manage work at a personal or organizational level.

Kanban boards visually depict work at various stages of a process using cards to represent work items and columns to represent each stage of the process. Cards are moved from left to right to show progress and to help coordinate teams performing the work. A Kanban board may be divided into horizontal "swim lanes" representing different kinds of work or different teams performing the work.

See the complete article with examples at <https://en.wikipedia.org/wiki/Kanban_board>.