Topic: Managing Virtual Teams
Job Aid - Assessing Competencies on Virtual Teams

Purpose: *Use this job aid to assess competencies of team members on a virtual team.*

Fill in the table with names of the member(s) of your team who currently possess each competency. You could use the results to design a training plan for team members who are weak in the competencies, or as the basis for assigning roles and responsibilities.

Team Competencies

Team Member(s)	Competencies
	Use of Technology
	Is adept at using different types of communications technology
	Has the ability to judge the best type of technology for the purpose of the communication
	Knows how to communicate effectively in a virtual meeting
	Self-management Skills
	Can plan and prioritize personal work
	Is able to set limits and to say "no" when necessary
	Is adept at identifying learning opportunities and taking advantage of them
	Communication Skills
	Has a good sense of which communications medium is appropriate for each business situation
	Is able to interpret feedback from team mates
	Can interpret non-verbal cues from team mates during a phone call or virtual meeting
	Cultural Awareness
	Is sensitive to the different cultural behaviors and understandings that drive work relationships
	Understands differences in the business cultures represented on the team
	Has the ability to adapt to different cultural approaches to doing work

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