**Topic 1\_RK**

**characteristics of an employee ideally suited for telecommuting:**As telecommuting becomes an increasingly accepted and expected practice in the modern workforce, many companies are implementing regular remote work policies for their employees. Some businesses have even taken this one step further by eliminating the physical office altogether and building a fully virtual team. Telecommuting not only requires a significant work realignment, it’s a major lifestyle change. It isn’t for everyone. Before you search out or accept a telecommuting position, ask yourself if you have the personality characteristics of successful virtual worker. If you haven’t developed one or more of these characteristics you may not be ready to fly solo, but don’t give up hope. Most traits can be learned and mastered. Take the time to develop and strengthen these traits and you’ll own your telecommuting career like a boss. Once you realize the high returns that telecommuting can bring to your organization, you may feel the urge to immediately start reassigning your employees and hiring new people to fill remote positions.

* Self-motivated
* Disciplined
* Strong in communication skills
* Already experienced in working remotely
* Highly responsive
* Tech-savvy

**What are some issues you might face while collaborating on a virtual team? How could you mitigate the negative impact of those challenges**?

The challenges of virtual teams are both common and manageable. If you can create a system that supports the entire team, regardless of their locations, everyone can be successful.Some of the biggest challenges of virtual teams that I’ve seen include:

* Misunderstanding from poor communication
* Incompatible communication preferences
* Differences in work ethic
* Lack of clarity and direction
* Frequent second-guessing
* Deficient sense of ownership and commitment
* Inability to ask the right questions
* Difficulty with delegation
* Hidden incompetence
* Mismatched skills/needs
* Distrust and suspicion
* Diminished productivity
* Lack of empathy and personal connection

With the help of this theory, I would try to motivate my employees using neither the carrot nor the stick. I will try to create an environment in which employees are intrinsically motivated to accomplish the mission of the organization. I would like to create an environment in which employees would think that they are in charge of what they are doing, they have enough scope of achieving mastery and they are part of something big and purposeful. In this way, I will not have to rely on motivational factors like pay, perks, and other tangible benefits. This type of a work culture can be created by clearly defining the role of the organization, imparting people who can relate themselves to the mission of the organization, providing those people as much autonomy as possible, providing them opportunities to learn and grow, and make their work count.

**References**

* Ferrazzi, K., Edmondson, A. C., Brett, J., Behfar, K., & Kern, M. C. (2015, March 10). Getting Virtual Teams Right. Retrieved from https://hbr.org/2014/12/getting-virtual-teams-right.
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**Topic 2\_ASNK**

A good remote worker should have good communication skills (Pearlson, & Saunders, 2016). The individual should be able to communicate quickly and be direct to the point. An individual who does not have good communication skills might affect the productivity and efficiency of the team. The remote worker must be the interface of the company concerning the customers. Additionally, the worker must have a positive attitude. Negative attitude frequently breaks numerous deals. A business requires positive individuals who are capable of handling stressful cases and who can motivate other members. Also, a positive attitude transforms failures into success.  A remote worker must be reliable. The individual must be able to deliver on time and be able to give what is expected of him or her. The individual should be able to deliver a task at the right time to avoid more damages to the company.

Various challenges are facing virtual teams. Virtual team maybe faced with lack of structure (Pearlson, & Saunders, 2016). Lack of a clearly defined structure may make the team very many disadvantages. The business should conduct a workflow analysis to help in understanding how the process works. It is also significant to have a well-defined standard to support the process. Also, a virtual team is faced with distrust (Pearlson, & Saunders, 2016). A fellow worker might realize an individual is never responding quickly and then start to think they work more than others. The company should, therefore, ensure that the task management tools are transparent. Distrust is normally developed when a misunderstanding develops into a serious issue. The virtual team are also faced with a distracting environment (Pearlson, & Saunders, 2016). The distractions weaken the efficiency of the normally performing workers. The business should set guidelines and standards for every worker.

**Reference**

Pearlson, K. E., & Saunders, C. S. (2016). *Managing and using information systems: A strategic approach*. John Wiley & Sons.