

# Project management.

Give a brief for the multinational team, explaining the standard working procedures you think are “normal” in your region (the Russian Federation and any other information you think it is important to point out before you start working together. Teleconferencing.

Advice for running a successful teleconference. Pros and cons of teleconferencing.

# Definitions

- Project – an important and carefully planned piece of work that will create sth new or improve a situation
- Team – a group of people who work together to do a particular job
  - Project management
    - - the discipline of planning, organizing, securing and managing resources to achieve specific goals
    - - a methodical approach to planning and guiding project processes from start to finish.
- Teleconference - a meeting in which people in different places can talk to each other using videos or computers, so that each person can see and speak to all the others.



To avoid misunderstandings, we should remember:

1. The first step is to be aware of your own behavior, values, perceptions, ways of working and preferences. What's normal for us, isn't for everyone.
2. Have patience. Try to learn as much as we can about the working practices and nuances of the culture that you are working with, but at the same time recognize that you are never going to know everything.



3. Pay particular attention to your own attitudes and those of others in terms of:

- - time
- - relationships
- - communication
- - social values
- - meetings

4. Know what positive and negative perceptions people from other cultures have about you and your culture.

5. Adapt your communication style to work effectively with people from other cultures.

Advances in information technologies and the Internet have had a significant impact on project management in recent years.

It offers opportunities for people in different regions to participate.

# Secrets to holding a successful teleconference:

- 1 – technology
- 2 – minimal participants
- 3 – use your voice
- 4 – stick to the agenda
- 5 – silence