



# Building and Managing a Virtual Team





## Types of Virtual Teams



**Hire own staff and employees virtually**

**Outsource to virtual assistants (states and overseas)**

**Hybrid Team**





## A Little About Me



### Non-traditional CEO, The Admin Center

- Background is in accounting and finance
- Entrepreneur from early age
- Passionate about helping other businesses change mindset on what a successful business means.
- We help take on the HR headaches to give business owners a more abundant life
- Mother of 7



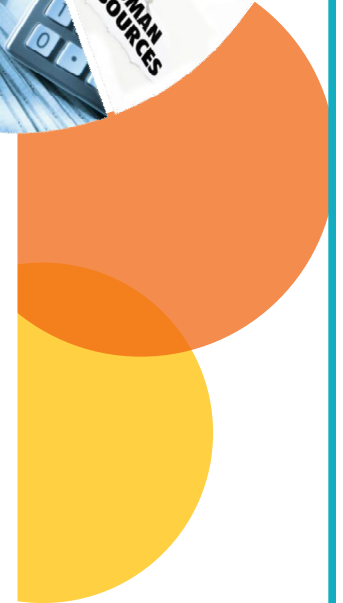


## Why is this important?



### Why would you need/want a virtual team?

- Work from home but need additional help. Doing it all.
- Commute time, costs and stress
- Work where most productive
- Usually more cost effective
- Reduce HR burden
- Attract skills that can't find locally – wider variety of information sources
- Get multiple skillsets without having to hire and manage multiple people
- Technology makes it easier than ever





# Fears



## 4 Biggest Frustrations & Fears of Launching a Virtual Team

**Fear #1: I can't see if people are working**  
**Loss of control/visability over project**

**Fear #2: Responsiveness**

**Fear #3: Security**

**Fear #4: Culture**





# Wants/Aspirations

## Wants/Aspirations of Launching a Virtual Team

1. Eliminate HR burden
2. Reduce Costs
3. Access to a larger skill set
4. Less management/oversight





# THE Admin CENTER Balance These 3 Factors

1. Results
2. Process
3. Relationships/Communication





## Now What?



**Step 1: Analyze where your time is spent during at least one typical work Day. Categorize it.**

**Step 2: List all the tasks that you know you need to get done that you have not yet completed. How many can be delegated?**

**Step 3: Write in 2-5 sentences who you want to be in life, not what you want to do.**







## Cost of Finding Employees



“In today’s economy, hiring the best people is more critical than ever. [Entrepreneurs](#) can’t afford to lose time, money and results from a bad hiring choice (a recent [Forbes article by David K. Williams](#) pegs the cost of a single bad hire at anywhere from \$25-50,000). The cost of finding, interviewing, engaging and training new employees is high. Employees also require desks, computers, phones and related equipment, let alone the largest costs of being an employer—salaries, benefits and taxes.” -Forbes



The 7 C's: How to Find and Hire Great Employees





# Changing Economy



## Difficulty in Finding Workers

1. 30-50% not showing up for interviews
2. Attracting the right applicants
3. They are what they say they are
4. Can't work on business if don't have the right employees

They are out there but need to have your business act together to retain good workers!





## Tools & Resources



1. Utilize Outsourcing company software
2. Training/Procedure Tools
  - a. Jing/Screenflow – upload to YouTube
  - b. Hangouts, Slack
  - c. Evernote, OneNote, Trello, Basecamp, Box.com





## Tools & Resources



### Outsourcing Options:

1. The Admin Center
2. Oversees/Other VA Solutions
3. Hire own virtual staff – use same sites remote workers use to find jobs (i.e. [flexjobs.com](http://flexjobs.com), [weworkremotely.com](http://weworkremotely.com))





## Benefits of Outsourcing



### HR Headaches are real!

- We've created the processes and procedures. We just hone your needs into our already created systems. Why reinvent the wheel? What we create for TAC for admin, marketing and accounting we offer our clients.
- Conversations are changing with our potential clients
- Significant cost savings, less headache, more productivity





## Benefits of Outsourcing



# THANK YOU!

