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**Trust in Virtual Teams Worksheet**

***Describe a situation at work where you currently work at a distance from others (more than 300 yards, on a different floor, online, etc). At what stage (from the Virtual Teams Article) are your relationships? What do you need to do to take them to the next stage? (No more than 200-500 words)***

* I have had a work experience of 5 years out of which 2years were spent virtually. I have had various experiences in these past 2years. I started working for a new team and the pandemic hit the world and offices were shut and we were compelled to work from home. It was a new team and I barely knew the team members and my manager. On the first day, my joining happened virtually where my manager introduced me to my colleagues and let them know about me, my interests. So I started in the team with being in Stage 1 where I was establishing the team and was getting to know them as well as the work being done. My manager had come up with a brilliant approach in which we had a meeting set up once a week where each team member used to demonstrate what he/she is working on, what are the technologies used, etc. to make me more comfortable with the project. This really helped me build a background of the project and also let me know the go-to person if I am stuck with a certain type of issue. Also, we had bi-weekly sync-ups which were meant to relax and talk about anything but work, which made me connect with the team members on a personal aspect, and this is how I transitioned to Stage 2. Slowly I started understanding the team better and started contributing to the project. The team and my manager helped me organize my work priorities and gave me direction. They were all just a call away and were always willing to help which helped me transition to stage 3 swiftly. I then started working on various parts of the project and had various hindrances. There were a lot of ambiguities. There were times when the team was busy and I had to resolve things on my own and hence deliveries took longer time than expected. But my manager’s trust and support were always there to motivate me. Hence my movement to Stage 4 was a bumpy ride. But eventually, I started delivering which made me transition to Stage 5. We had a code review system in place, where my peers could see the code and provide appropriate comments. I have been through all the stages virtually and at no point felt that there could be any difference if it could have been an in-person setting. Transition of an employee is highly dependent on the manager and the team. If one has a cooperative team and a trusting manager then the transition is smooth. Also if the various components of the system are in place then a virtual or in-person setting will make no difference.