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Contact: Carol Boston

302-234-2761

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Zeisler Associates, Inc.

carol@zeislerassociates.com

NEW E-BOOK “THE MANAGER’S HANDBOOK FOR VIRTUAL TEAMS” SELECTED AS BOOK OF THE MONTH BY THE INSTITUTE FOR MANAGEMENT STUDIES

“The Manager’s Handbook for Virtual Teams: 24 Exercises to Take Your Team to High Performance” by Carolyn Soles and Steven Zeisler helps leaders and managers of Virtual Teams deal with the unique challenges of teams separated by geographic distances

Wilmington, Del. - The Institute for Management Studies, a worldwide leader in executive education, has named “The Manager’s Handbook for Virtual Teams” its Book of the Month for May, 2005. The Handbook is a powerful and urgently needed resource for managers and leaders of Virtual Teams – teams whose members are spread across geographical distances and time zones.

Since 1974, the Institute for Management Studies (IMS) has provided its members around the world with the most innovative and cost-effective management development programs available. It offers participants the opportunity to interact with, and learn from, some of the world's leading management thinkers on an ongoing basis, enabling them to become more effective and improve their decision-making skills.

“Being selected book of the month by the Institute for Management Studies reinforces the urgency that leaders have for finding resources to help lead virtual teams to higher performance levels,” said co-author Steven Zeisler. “Performance management is a key challenge for organizations and management today. It is especially challenging for managers of virtual teams. ‘The Manager’s Handbook for Virtual Teams’ offers managers and team leaders 24 powerful team development exercises designed specifically for the challenges and complexities of virtual teams.”

Added Carolyn Soles, “Until now what’s been missing are processes that can be used to help move a virtual team more effectively through the stages of its maturation and increase its likelihood for success and peak performance. The Handbook fills that gap in compelling ways.”

“The Manager’s Handbook for Virtual Teams” is available in e-book format - one of the first of its kind to be recommended by the IMS. It is available as a downloadable file or on CD as a full-color Portable Document Format (pdf) file. In this way, the user always has it at his or her fingertips; on the laptop, on the desktop or handheld regardless of operating system - rather than on the bookshelf back at the office. And the user has the flexibility to print out relevant pages, or the entire book, if needed.

IMS member companies consist of over 400 major organizations worldwide, many of them Fortune 500 companies. These companies include IMS as a key component of their overall human development strategy, resulting in over 20,000 people attending IMS programs each year from. Among the many services IMS provides is identifying important books that can have a

significant impact on improving the performance of member organizations. Past books of the month authors include Henry Mintzberg, Russel Ackoff, Marshall Goldsmith and Beverly Kaye.

Soles is an instructional designer, professional development consultant and executive coach who develops performance solutions and programs on leadership and management development, employee and team engagement strategies, and professional development for corporations and non-profits. Zeisler is the director and founder of Zeisler Associates Inc., an international consulting and development firm that helps companies innovate faster and more successfully. Clients include Fortune 500 corporations, privately held companies, government organizations and universities on six continents.

*To find out more or to order “The Manager’s Handbook for Virtual Teams”, visit
<http://www.zeislerassociates.com/virtualteamhandbookoverview.htm>*

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