

CLAIRE SOOKMAN

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Career Summary

Owned and Operated Virtual Team Builders since 2001. Expert in helping geographically dispersed teams work more effectively together through assessments, training, consulting and coaching. More than 20 years of satisfying customers worldwide from companies such as Boeing, Green Mountain Coffee Roaster, National Archives, Wells Fargo, Canadian Cancer Action Network, Canadian Forces Personnel Support Agency, and Cognizant.

Professional Experience

Owner, Virtual Team Builders

2001 to Present

- Developed fifteen online sessions in use worldwide, specifically geared to helping virtual team leaders and team member's work more effectively together.
- Designed and implemented a certificate program for offshore/onshore teams working in India and North America.
- Developed a Corporate Certification for Virtual Teams.
- Designed a Virtual Team Simulation giving employees the opportunity to apply the theoretical and practical knowledge and techniques acquired in other sessions.
- Designed a unique Virtual Engagement Diagnostic Tool that measures the health of a virtual team in 6 core areas.
- Created 40 audio downloads that provide immediate solutions to common virtual challenges, including difficulties with logistics and technology, social management, virtual engagement, cultural and gender diversity, and your relationship to your job and those you work with.
- Created and taught a curriculum to prepare face-to-face trainers to train online.
- Acted as a keynote speaker for conferences in North America and India.
- Trained over 15,000 managers since 2001 to work in virtual teams.
- Authored books and articles on virtual teams.

Education

- Bachelor of Arts, Psychology, Minor in Applied Social Sciences, Concordia University, Montreal, Quebec
- Human Resource Certificate, Seneca College, Toronto, Ontario

Books (<http://virtualteambuilders.com/marketplace/>)

- Effective Virtual Meetings (audio)
- Virtual Team Management: Making Working in the Virtual World a Reality (eBook)
- Manage Your Teams Better with a Team Operating Agreement (eBook or DVD)
- Tips to Better Manage Distributed Teams: Using the DiSC Behavioral Profile (eBook)
- Blind Spots: Solving Hidden Business Problems (Book or eBook)
- Across the Hall, Around the World: Teambuilding Tips for Distributed Businesses (Book)
- What Are the Keys to Success in Project Management? (Book) Follow My Voice (Book and Workbook)

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Work History

- 2001-Present Virtual Team Builders — Principal
- 1998-2001-PMSI-Project Mentors-Trained Project Managers through North America
- 1996-1998 -SPMgroup — Wrote and delivered courses to Project Managers throughout Canada

Professional Development

- Synchronous Learning Expert, Capstone Certificate-The United States Distance Learning Association
- Insync Designer Certified Synchronous Learning Expert-The United States Distance Learning Association
- Insync Training Certified Synchronous Learning Expert-The United States Distance Learning Association
- Certificate in Instructing Adults, George Brown College
- Zenger Miller Certification
- Master Trainer, Langevin Learning Services
- Effective Communication, Decker Communications
- Instructional Design, Friesen, Kaye and Associates
- Toastmasters

References provided upon request