Global Team Management: Plan Your Trip

There is always an element of uncertainty when working in a country different from our own. But this uncertainty cannot be an excuse for not achieving a satisfactory level of work. If you are traveling to a foreign country, know what to expect. Pull together resources such as travel books or maps and talk with someone who has been to the same location to obtain insight. This list can help you think about how to prepare for your trip. Plan for these things:

- The unexpected: You could lose money or your passport, your computer might not be connected, or a hundred other things.
- The plane ride: How will you get exercise, when and what will you eat, when will you sleep?
- An emergency of a more serious nature: Ensure that your family or office knows how to reach you and that you know where your embassy is located.
- What to expect at the airport on your departure and arrival: Who is picking you up on your arrival; will they have a sign or will they recognize you?
- Food, lodging, electricity.
- Purchase an electrical adapter that will work in other countries’ outlets, and take all essential medicines with you.
- Cultural differences.
- Learn a few words in the language—please, thank you, water—or a few phrases, for example, How are you?
- Use inclusive language, speak slowly, and eliminate slang and colloquialisms.
- Get names right. This is important.
- Use humor appropriately and communicate respect for other cultures.