PROFESSIONAL DEVELOPMENT TRAINING

Managing Virtual Teams Training - Online Instructor-led 3hours

REQUEST QUOTE

0.5 DAY COURSE

Managing a virtual team is different from managing a team that is physically present, and requires a different set of skills for success.

Virtual team management often requires you to deal with cultural differences, time differences, remoteness and technological barriers. This training includes setting up a virtual team, conducting meetings, overcoming special challenges, using appropriate communication tools and dealing with inefficiency. These skills help you to establish and manage a virtual team successfully.

The PD Training Virtual Team Management Training Course provides skills and understanding in handling effective meetings and group sessions, handle poor performing employees and how to use tools to build trust and confidence among employees.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the United States, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but intensive, live online training course that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

What You'll Gain:

There are an estimated 500 million virtual workers in 2018, and the number is expected to rise in the future. With a global workforce, you are provided with a cost effective and talented pool of employees to draw from.

Managing a virtual team is harder because of the challenges posed by time difference and cultural differences. Virtual Team Building and Management training course provides

participants the knowledge to overcome these challenges and succeed in creating a highly productive global workforce.

Outcomes

After completing this course, participants will have learned to:

- Establish an excellent virtual team
- Hold effective meetings and group sessions
- Discover effective ways to communicate with team members
- Understand, respect and embrace different cultures
- Set clear and precise goals
- Provide timely feedback
- Be proactive
- Communicate easily and effectively
- Stay in contact
- Avoid making assumptions
- Build trust and confidence among employees
- Use software to manage better
- Handle poor performing employees
- Manage a virtual team during any project

Modules

Lesson 1: Communication (I)

- Early and Often
- Rules of Responsiveness
- Face to Face When Possible
- Choose the Best Tool
- Case Study

Lesson 2: Communication (II)

- Be Honest and Clear
- Stay in Constant Contact
- Don't Make Assumptions
- Set Up Email Protocols
- Case Study

Lesson 3: Building Trust

- Trust Your Team and They Will Trust You
- Beware of "Us vs Them" Territorial Issues
- Share Best Practices
- Create a Sense of Ownership
- Case Study

Lesson 4: To Succeed With a Virtual Team

- Set Clear Goals
- Create Standard Operating Procedures (SOPs)
- Build a Team Culture
- Provide Timely Feedback
- Case Study

Lesson 5: Dealing With Poor Team Players

- Manage Their Results, Not Their Activities
- Be Proactive, Not Reactive
- Check In Often
- Remove Them
- Case Study

Talk to our expert team

Phone:

Email: