PROFESSIONAL DEVELOPMENT TRAINING

Managing Virtual Teams Training

REQUEST QUOTE

1.0 DAY COURSE

Having well-managed, virtual or remote teams as part of your workforce can give your company a cost advantage as well as access to a wider pool of talent. However, managing a virtual team requires a significantly different set of management skills. This comprehensive training course teaches you how to build and manage a virtual team.

This course covers the following topics: how to establish an excellent virtual team, handling technical barriers as well as time zone and cultural differences, technology and methods for effective meetings and work collaboration, how to set clear and precise goals, handling poor performance, building trust among employees and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

There are an estimated one billion virtual workers in 2013, 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: Getting Started

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: 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 3: Setting Up Your Virtual Team (I)

- Choose Self-Motivated People with Initiative
- Face to Face Meetings at First (Kick-off Meeting)
- Diversity Will Add Value
- Experienced with Technology
- Case Study

Lesson 4: Cultural Issues

- Respect and Embrace Differences
- Be Aware of Different Work Styles
- Know Your Team Members Cultural Background
- Case Study

Lesson 5: Setting Up Your Virtual Team (II)

- Personality Can Count as Much as Skills
- Rules of Engagement
- Icebreakers and Introductions
- Case Study

Lesson 6: To Succeed With a Virtual Team

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

Lesson 7: Virtual Team Meetings

- Scheduling Will Always Be an Issue
- Have a Clear Objective and Agenda
- Solicit Additional Topics in Advance
- Discourage Just Being a Status Report
- Case Study

Lesson 8: Dealing With Poor Team Players

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

Lesson 9: Communication (I)

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

Lesson 10: Choosing the Right Tools

- Communication Software
- Collaboration and Sharing Tools
- Project Management Software
- Use What Works for You and Your Team
- Case Study

Lesson 11: Communication (II)

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

Lesson 12: Wrapping Up

- Words from the Wise
- Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

Phone:

Email: