

Managing Remote and Virtual Teams | 2 Days

The business model is constantly evolving. Managing remote teams – a rarity just a few years ago – is now a common occurrence. Working virtually offers unique advantages and challenges. But how do you best leverage these benefits while overcoming impediments? This course will teach you to adjust your management style to successfully improve communication, foster connections, increase productivity, and develop remote and virtual teams. Focused on practical skills, this course includes activities to apply these techniques and drive results.

WHO SHOULD ATTEND:

Professionals managing remote teams or existing traditional teams that are evolving into more virtual roles.

JOB ROLES:

Personal Development
Leader of Teams/Projects
Leader of Managers/Departments

OBJECTIVES:

- Effectively manage team dynamics in remote and virtual teams
- Leverage communications technologies to the benefit of your remote and virtual teams
- Identify the specific skills required for managing remote and virtual teams
- Evaluate the impact of culture and language on your team's performance

COURSE OUTLINE:

Defining Remote and Virtual Teams

Managing Relationships, Communication, and Tasks
Meeting Your and Your Team's Needs

Management Requirements for Remote and Virtual Teams

Moving from Reactive to Proactive
Understanding Team Member's Unique Situations
Keeping Everyone Informed
Innovating with Virtual Teams
Managing Work Outputs
Overseeing Separated Team Members
Defining and Building Relationships with Stakeholders

Team Dynamics

Creating Team Identity
Forming Remote and Virtual Teams
Managing the Storming Process
Getting to Norming and Storming
Creating and Governing with Ground Rules
Tracking Team Performance
Setting Expectations and Providing Feedback

Making Technology Work for You

Communicating with and Coordinating Your Team
Avoiding the Technology Trap
Developing Effective Communication Across Various Mediums
Choosing the Right Technology Platform

The Impact of Culture and Language

Recognizing Cultural Characteristics and Differences
Building Cultural Knowledge
Managing Across Time Zones
Respecting Non-Working Time

We Ensure Personal & Professional Growth Through:



TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY

eBooks, On-Demand Courses, Quick Videos,
Personal & Team Assessments, Tools & Templates.