PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

REQUEST QUOTE

1.0 DAY COURSE

Managing Virtual Teams Training

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.

This intensive training course is now available throughout New Zealand, including Auckland, Wellington and Christchurch.

What You'll Gain:

There were 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: 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 3: Setting Up Your Virtual Team (II)

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

Lesson 4: 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 5: Communication (I)

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

Lesson 6: Communication (II)

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

Lesson 7: Building Trust

- Trust Your Team and They Will Trust You

Lesson 8: Cultural Issues

- Respect and Embrace Differences

- Beware of "Us vs Them" Territorial Issues
- Share Best Practices
- Create a Sense of Ownership
- Case Study

- Be Aware of Different Work Styles
- Know Your Team Members Cultural Background
- Case Study

Lesson 9: To Succeed With a Virtual Team

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

Lesson 10: Dealing With Poor Team Players

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

Lesson 11: Choosing the Right Tools

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

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