PROFESSIONAL DEVELOPMENT TRAINING

3158 3955

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1.0 DAY COURSE

Managing Virtual Teams

Because of these differences, managers of virtual teams should know how to create practices and activities that result in the success of the team. This Managing Virtual Teams training course from PD Training will equip you with the knowledge and abilities essential in leading virtual teams to higher levels of efficiency, hold effective meetings, handle poor performing employees and use tools to build trust and confidence among employees.

This Managing Virtual Teams training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

What You'll Gain:

Conceptually, virtual teams are the same with traditional teams, but managing virtual teams requires additional skills like dealing with time related issues, language barriers, cultural diversity and team building.

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: 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
- Be Aware of Different Work Styles

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

- 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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