



**Course Title** **Managing and Working in a Virtual Team**

**Course Overview:**

As a result of the programme participants will be able to:

- Improve their experience of working in a virtual team
- Increase productivity whilst working in a virtual team
- How to work with members in different time zones and cultures
- How to manage team members without authority
- How to communicate effectively in a virtual team
- How to on-board a new member
- How to set up a virtual team

This course is an interactive course, providing lots of opportunity for learning through experience and discussion. The delegates will complete this course having increased their awareness of all the elements required to have a happy, effective and successful team and practice the skills required. They will be given lots of practical tips and techniques for immediate implementation into the workplace.

**Target Audience:** Anyone who manages and works in a virtual team – up to 12 delegates.

**Duration:** 2 days

**Programme Modules:**

- Consideration when setting up a virtual team
- Managing a virtual team
- Planning and preparation
- Time zones and scheduling
- Document Version Control
- Email Protocols
- Virtual Team Meetings
- Cultural differences
- Team Performance Management
- Managing without authority
- Team motivation