

**Course Title**

**Managing & working in a virtual team**

**Course Overview**

This two day course looks at the ways we can improve our experience and productivity whilst working in and managing a virtual team with the focus being team performance and therefore team spirit and team commitment.

Working remotely can be a difficult, lonely and sometimes frustrating experience; how do we keep track of the teams' activities? How do we communicate effectively? How do we motivate and keep self motivated? How do we get and give support and last but not least work with a variety of different cultures?

Managing a team and the individuals within, is a challenging role and one that requires a sophisticated yet practical skill set.

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 be shown 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**

Two Days (can be split into 2 x 1 day modules)

**Programme Modules**

- 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