



Managing Virtual Teams

Duration: Two-day Workshop

Remote management requires the performance of basic management skills such as goal setting, assessing progress, giving regular feedback, and maintaining frequent, ongoing communication. While virtual teams provide numerous benefits to any organization, leading and managing virtual teams also present some unique challenges. How virtual teams are managed often determines their failure or success.

Objectives

- Discuss communication and team building issues of implementing and sustaining effective virtual teams.
- Learn strategies, tool and techniques to empower yourself and your team members to meet these strategies.

Workshop Topics:

- Recognize and value the contribution of each team member.
- Build trust through collaborative communication.
- Understand how different personality styles tend to communicate.
- Communicate effectively using simple, concise and direct language.
- Enhance your active listening skills to anticipate and avoid common misunderstandings.
- Discuss the importance of voice tone and questioning techniques when communicating for clarity.
- Discuss ways to develop and nurture trust on virtual teams.
- Choosing and using the right medium-how to select and apply the right technology to various situations.
- Virtual coaching and understanding the benefits of virtual coaching for you, your employee and the organization.
- Techniques for keeping a virtual team motivated.
- Developing a team charter - A team charter is a set of agreements that clearly states what the team wants to accomplish, why it is important and how the team will work together for results.
- When used effectively, this tool clarifies the purpose for the team's existence and documents the agreements among the team members. The charter documents the common understanding.