

## Leading Virtual Teams

**Duration: 2 Days**    **Course Code: LVT100E**

### Overview:

In today's global and technology-enabled environment, working in virtual teams has become the norm rather than the exception. Companies expect employees to collaborate and work in both formal and informal virtual teams and contribute in a productive way to business results. The challenge is that working virtually presents a set of communication and leadership challenges that leaders have not had to deal with in the past. The Leading Virtual Teams workshop is a 2-day programme that teaches leaders at all levels how to maximise both individual and team effectiveness in a virtual environment.

### Target Audience:

All employees who work on virtual teams.

### Objectives:

- The benefits and challenges of leading virtual teams
- Maximising individual performance
- Communicating for clarity in a virtual environment
- Creating an effective team environment
- Establishing clear expectations and processes
- Managing process, time and participants to achieve virtual team meeting results

### Content:

#### Introduction

- Programme goals and objectives
- The benefits of virtual teams
- The challenges of leading virtually

#### Virtual Communication

- The process for clear communication in a virtual environment
- Working with diversity
- Listening skills
- Asking the right questions

#### Managing Individual Performance

- Creating a line of sight – connecting virtual team members with the organisation
- Creating accountability
- Delegating tasks
- Monitoring progress
- Providing feedback
- Enabling remote decision-making
- Keeping virtual team members motivated

#### Building Team Cohesion

- Establishing group norms
- Encouraging team interaction
- Communicating team effectiveness
- Celebrating team successes

#### Leading Effective Virtual Meetings

- Planning virtual meetings
- Effective virtual facilitation
- Virtual meeting follow-up

### Further Information:

For More information, or to book your course, please call us on 00 20 (0) 2 2269 1982 or 16142

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