

Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

Managing The Virtual Workplace

Course Overview

Virtual workers and virtual teams are an essential part of today's workforce. More than ever, people are using technology to work anywhere, anytime.

There are big benefits to today's virtual workplace, but there can be big challenges, too.

This one-day course will teach managers and supervisors how to prepare employees for the virtual workplace, create telework programs, build virtual teams, leverage technology, and overcome cultural barriers.

Course Objectives

This one-day workshop will teach delegates how to:

- Create a virtual workplace strategy.
- Develop, implement, and maintain telecommuting programs.
- Build a virtual team and lead them to success.
- Plan and lead virtual meetings.
- Use technology to support a virtual workplace.
- Overcome cultural barriers when leading virtual teams.
- Develop their virtual leadership skills.

Prerequisite

There are no prerequisites.

Target

This workshop is for any person managing teams in the virtual world.

Duration

- 1 Day



Course Outline

Defining the Virtual Workplace

To begin the course, delegates will learn some terms related to the virtual workplace. Delegates will also explore some advantages and disadvantages that the virtual workplace can have.

Creating Virtual Workplace Programs

This session will provide a list of elements to include in a virtual workplace strategy. Setting employees up for telework and tips for managing performance will also be covered.

Technology Tips and Tricks

Next, delegates will consider what tools they can incorporate into their virtual workplace program.

Building Virtual Teams

In this session, delegates will learn about Tuckman and Jensen's five stages of team development and how they apply to virtual teams. They will also learn how to choose a virtual team and ways to ensure its success.

Leading Virtual Team Meetings

This session will give delegates some guidelines for scheduling and conducting team meetings. They will also have an opportunity to practice a virtual team meeting.

Working with Cross-Cultural Teams

Next, delegates will learn how to overcome cultural barriers in virtual teams.

Virtual Leadership Strategies

To wrap up the course, delegates will share their favourite virtual leadership techniques. The session will also share some ideas.