Course Outline | Managing the Virtual Workplace

1 day(s)

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 benefits to today's virtual workplace, but there can be 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.

This one-day workshop will help you teach participants 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

Course Outline

Defining the Virtual Workplace

- Definitions
- Advantages and Challenges

Creating Virtual Workplace Programs

- Building a Virtual Workplace Strategy
- Pre-Assignment Review
- Characteristics of Great Virtual Teams
- Setting up Employees for Telework
- Managing Performance
- Making Connections

Technology

- Virtual Workplace Tools
- Choosing the Right Tools

Building Virtual Teams

- The Stages of Team Development
- Making Connections
- Choosing the Virtual Team
- Strategies for Success

Virtual Leadership Strategies

- Making Connections
- Debrief

Leading Virtual Team Meetings

- Scheduling and Conducting Team Meetings
- Test Driving

Working with Cross-Cultural Teams

- Bridging Cultural Gaps
- Personal Action Plan