Design Document
Corporate Team Building Training

Business Purpose	- Design Unique Consultants is one of the largest consultant companies in Georgia. - Design Unique Consultants understands the importance of corporate team building and why it matters in its organization. - The purpose of the training is for Design Unique Consultants staff members working remotely to learn how to develop teamwork competencies such as communication, compromise, and collective reasoning. - The training will result in the following outcomes for the learners: - Improve communication among the team members. - Recognizing strengths and weaknesses. - How to increase creativity and confidence - Also, the training will help Design Unique Consultants to save money in the budget, the convenience of the learners in one setting virtually while in everyone is in different locations, and the ability to role play.
Target Audience	The target audience for this training includes all virtual staff members working with Design Unique Consultants virtually.
Training Time	The training time is approximately 45 minutes to an hour (60 minutes), delivered in one session.
Training Recommendation	The recommended delivery method for this training is a virtual instructor-led created in PowerPoint or Google Slides. This recommendation is based on the following consideration: - The target audience is distributed workforce across the state of Georgia. - A virtual instructor-led training ensures consistency and eliminates the need for training traveling for all virtual staff members.
Deliverables	1 PowerPoint Deck 1 Facilitator Guide - All notes will be provided - Visual or display directions per slide - Animation or interaction directions per slide 1 participant guide
Learning Objectives	By the end of the training, the learners will be able to: - Identify how to effectively collaborate as a team virtually. - Recognize strengths and weaknesses as a virtual team. - Discuss effective communication techniques as a team.
Training Outline	Introduction - Welcome and Introductions - Ground Rules - Ice Breaker Activity - Explanation of the importance of effective communication, collaboration, and productivity in a virtual workplace. - Objectives of the training

	- Identify how to effectively collaborate as a team virtually.
	  - Define team building
	  - Overview of virtual collaboration and its benefits
	  - Team building activity
	  - Discussion of common challenges and best practices for virtual collaboration
	  - Knowledge check
	- Recognize their strengths and weaknesses as a virtual team.
	  - Overview of the strengths and weaknesses of virtual teams – Team building activity
	  - Check-In Activity
	  - Strategies for overcoming common weakness in a virtual team, such as lack of trust, miscommunication, and isolation
	  - Team building activity
	  - Knowledge check
	- Discuss effective communication techniques with their colleagues better.
	  - Communication techniques for virtual teams
	  - Collaboration tools and techniques
	  - Active listening and feedback activity to practice effective communication in virtual settings
	  - Knowledge check
	- Wrap-up
	  - Recap of key concepts and learning objectives
	  - Action planning and next steps
	  - Feedback and evaluation

Assessment Plan	Feedback and evaluation