

MANAGING VIRTUAL TEAMS

What do you do when suddenly all your team is virtual? It's a transformational change and you've had almost zero preparation time. Consequently, the coming weeks will undoubtedly test your management and leadership abilities.

This course is conducted virtually. In this course, you are the participant but when you are managing your team virtually, you'll be shifting roles to the instructor. So, this is a great time to discover how to lead, manage and develop your virtual teams.

The court is conducted as a virtual training session over two hours. The target audience for this course is leaders, managers, team leaders and supervisors.

Course Content:

- Build a virtual team charter (or use our charter in the interim)
- Set clear tasks
- Rallying the team around the purpose of the work
- Communicating that this is the time to stand up
- Put any past disputes in the rear mirror
- Ideas to make virtual meetings flow effectively
- Setting clear expectations
- Keeping people accountable
- Work scheduling opportunities Does it still need to be 9-5?
- Leading and managing Virtual Teams 101
- The #1 cause of conflict in teams
- Supporting employees virtually (how do you do it?)
- Determine how you are going to measure the completion of tasks