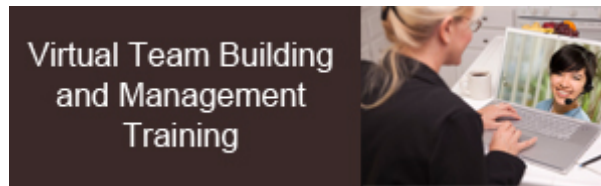


## MANAGING VIRTUAL TEAMS

Generate a [group quote](#) today



**COURSE LENGTH: 1.0 DAYS**

Conceptually, virtual teams are the same with traditional teams, but managing virtual teams requires additional skills like dealing with time related issues, language barriers, cultural diversity and team building.

Because of these differences, managers of virtual teams should know how to create practices and activities that result in the success of the team. This Managing Virtual Teams training course from PD Training will equip you with the knowledge and abilities essential in leading virtual teams to higher levels of efficiency, hold effective meetings, handle poor performing employees and use tools to build trust and confidence among employees.

This dynamic training course is available now throughout Hong Kong.

This Managing Virtual Teams training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

Contact us today for a quote.

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## MANAGING VIRTUAL TEAMS COURSE OUTLINE

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### FOREWORD

There are an estimated one billion virtual workers in 2013, and the number is expected to rise in the future. With a global workforce, you are provided with a cost effective and talented pool of employees to draw from.

Managing a virtual team is harder because of the challenges posed by time difference and cultural differences. Virtual Team Building and Management training course provides participants the knowledge to overcome these challenges and succeed in creating a highly productive global workforce.

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### OUTCOMES

**After completing this course, participants will have learned to:**

- ▶ Establish an excellent virtual team
  - ▶ Hold effective meetings and group sessions
  - ▶ Discover effective ways to communicate with team members
  - ▶ Understand, respect and embrace different cultures
  - ▶ Set clear and precise goals
  - ▶ Provide timely feedback
  - ▶ Be proactive
  - ▶ Communicate easily and effectively
  - ▶ Stay in contact
  - ▶ Avoid making assumptions
  - ▶ Build trust and confidence among employees
  - ▶ Use software to manage better
  - ▶ Handle poor performing employees
  - ▶ Manage a virtual team during any project
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

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#### Lesson 2: Setting Up Your Virtual Team (I)

- ▶ Choose Self-Motivated People with Initiative
- ▶ Face to Face Meetings at First (Kick-off Meeting)
- ▶ Diversity Will Add Value
- ▶ Experienced with Technology
- ▶ Case Study

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#### Lesson 3: Setting Up Your Virtual Team (II)

- ▶ Personality Can Count as Much as Skills
- ▶ Rules of Engagement
- ▶ Icebreakers and Introductions
- ▶ Case Study

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#### Lesson 4: Virtual Team Meetings

- ▶ Scheduling Will Always Be an Issue
- ▶ Have a Clear Objective and Agenda
- ▶ Solicit Additional Topics in Advance
- ▶ Discourage Just Being a Status Report
- ▶ Case Study

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### Lesson 5: Communication (I)

- ▶ Early and Often
- ▶ Rules of Responsiveness
- ▶ Face to Face When Possible
- ▶ Choose the Best Tool
- ▶ Case Study

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### Lesson 6: Communication (II)

- ▶ Be Honest and Clear
- ▶ Stay in Constant Contact
- ▶ Don't Make Assumptions
- ▶ Set Up Email Protocols
- ▶ Case Study

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### Lesson 7: Building Trust

- ▶ Trust Your Team and They Will Trust You
- ▶ Beware of "Us vs Them" Territorial Issues
- ▶ Share Best Practices
- ▶ Create a Sense of Ownership
- ▶ Case Study

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### Lesson 8: Cultural Issues

- ▶ Respect and Embrace Differences
- ▶ Be Aware of Different Work Styles
- ▶ Know Your Team Members Cultural Background
- ▶ Case Study

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### Lesson 9: To Succeed With a Virtual Team

- ▶ Set Clear Goals
- ▶ Create Standard Operating Procedures (SOPs)
- ▶ Build a Team Culture
- ▶ Provide Timely Feedback
- ▶ Case Study

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### Lesson 10: Dealing With Poor Team Players

- ▶ Manage Their Results, Not Their Activities
- ▶ Be Proactive, Not Reactive
- ▶ Check In Often
- ▶ Remove Them
- ▶ Case Study

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### Lesson 11: Choosing the Right Tools

- ▶ Communication Software
- ▶ Collaboration and Sharing Tools
- ▶ Project Management Software
- ▶ Use What Works for You and Your Team
- ▶ Case Study

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)