



# Managing Remote Teams

## Course Outcomes:

- Develop the competencies required of a virtual leader
- Understand the unique stages of team building for virtual teams
- Describe and manage the issues that affect communication
- Understand the conflicts in a virtual team
- Understand both domestic and global cultural issues

## Course Outline :

- The Challenge of Managing Remotely
- What is a virtual team?
- Myths and Reality in Leading Virtually
- Critical Success Factors
- Encourage and Embrace Diversity
- Overcoming the Culture Iceberg
- Identify the Right Remote Virtual Tools
- Leading a Virtual Team
- Developing Virtual Leadership Competencies
- Increase Awareness of Your Personality Style and its Impact on Virtual Leadership
- Effective Leadership Styles
- Emotional Intelligence
- Assess the Strengths and Weaknesses of the Team Members
- Recognize the Differences between the Stages of Building Virtual Teams
- Helping Your Team Succeed
- Set Roles & Responsibilities with Remote Workers
- Developing Team Norms & Expectations Early and Clearly
- Delegation & Empowerment
- Create and Sustain Trust among Virtual Team Members
- Strengthen Team Networks for Improved Performance
- Increase Engagement in a Virtual Team
- Communicating Effectively with Your Team
- Master Online Communication Skills
- Disseminating Information
- Managing Virtual Team Meetings
- Recognize How Different Technologies Support Virtual Work
- Manage Conflict among Team Members
- Understand Fundamental Cultural Differences in Communicating
- Managing Performance
- Measuring Team Performance
- Managing Individual Performance
- Recognize the Specific Issues and Problems and Find Solutions to Them
- Effectively Use Tools and Techniques to Support Team Members
- Individual Action Plans