

Virtual Teams for Success

How to Effectively Work Together Remotely

Short seminar series



Overview

This course is designed for managers and team members working in a virtual environment. Whether the team is virtual, or just one or two members, this course will highlight tips and techniques required for the remote team to be successful and get results. Even if you have worked remotely in the past, you can expect to learn techniques that will help you to mentally adjust to our new and sudden remote teams, and to formulate the right plan to support your co-workers, your team, or project team. This course addresses key challenges for remote teams:

- Being clear about expectations
- Performance at a distance
- Common pitfalls
- Keeping remote teams productive and engaged

Audience

Team members, supervisors and managers at all levels of the organization who are working virtually, or anyone leading or contributing to a project team or an initiative.

Duration: 3 hours

Price: \$245.00 plus HST

Instruction Methodology

Virtual delivery via GoToMeeting, with PowerPoint slides and interactive discussions, quizzes and simulated exercises.

Key Topics

- Communicating effectively in a virtual environment
- Running effective virtual meetings
- Establishing mutual objectives
- Creating an environment of trust
- Being empathetic
- Staying engaged
- Coping mechanisms
- Strategies and best practices



About Your Facilitator Carolyn Baker

Carolyn Baker, with over 33 years in the federal public service, has led virtual teams before we even said the word “virtual”!! She has experienced first-hand the challenges and opportunities that arise when leading and working from a distance. Her interactive approach makes her workshops lively and engaging.