Sys·tem·a·tion®

Virtual Teams

Technology and globalization have combined to create a work environment in which teams communicate and collaborate virtually, thereby breaking the boundaries of time, geography – even the organization itself. To ensure projects are completed successfully, managers must find ways to help team members work together effectively, no matter how much distance might separate them. The Virtual Teams workshop is specifically designed to help managers and team members optimize project performance when working in virtual environments. Participants will learn how to align business and project goals with performance metrics, quantify and measure results, maximize team dynamics and build lasting foundations of trust.
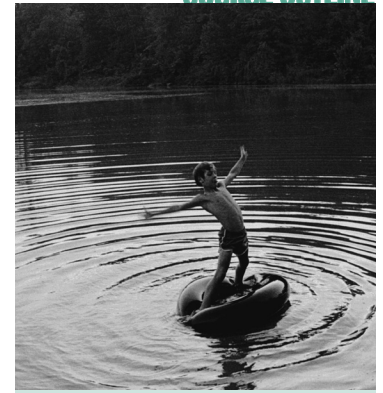
DURATION:
Traditional - 2 days.
Virtual - 16 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: Project Managers, team leaders, and team members.

PREREQUISITES: none.

PDUs: 16 credits.

FEATURES

- Our facilitators bring real-world experience to every workshop.

- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.

- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.

- Our workshop is consistent with the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide).*

PMBOK is a registered mark of the Project Management Institute, Inc.

DISCOVER HOW TO

- Identify the critical success factors of virtual teams.

- Manage time, people, and team purpose in a networked environment.

- Use the most effective technology to get the message across accurately.

- Communicate with cross-cultural team members.

- Establish and maintain trust with people who are not communicated with face to face.

- Align processes, roles, and responsibilities to meet goals.

- Perform effectively as a team.

OUTLINE SUMMARY

Introduction
- Welcome to the workshop.
- Get the most out of your time.
- Workshop objectives and agenda
- Review case study.

What is a Virtual Team?
- Definition.
- Organizational readiness.
- Multicultural issues.
- Stay in the loop.

Using Media to Enable Effective Communication
- Traditional communication tools.
- The modern workplace.

Building the Right Mix
- Identify skills of team members.
- Determine if a virtual environment is for you.
- Identify stages of team development.
- Delegate roles and responsibilities.
- Structure for peak performance.
- Identify accountability.

Trust
- Perform competently.
- Individual and team integrity.
- Collaboration.
- Give and receive feedback.

Measuring Performance
- Monitor team effectiveness.
- Develop standards of excellence.
- Maintain power, control, and authority.
- Keep consensus.
- Keep it all together.

Sys·tem·a′·tion

Get to the Heart of the Matter.®

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