BM-VWP

MANAGING THE VIRTUAL WORKPLACE

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Business Management	VILT & ILT	NA

INTRODUCTION

Virtual workers and virtual teams are an essential part of today's workforce. More than ever, people are using technology to work anywhere, anytime. There are big benefits to today's virtual workplace, but there can be big challenges, too. This course helps in creating your own virtual strategy from the fundamentals to tips and tricks to ensure the success of your virtual team.

This one-day workshop will teach participants:

- Create a virtual workplace strategy
- Develop, implement, and maintain telecommuting programs
- Build a virtual team and lead them to success
- Plan and lead virtual meetings
- Use technology to support a virtual workplace
- Overcome cultural barriers when leading virtual teams
- Develop their virtual leadership skills

AUDIENCE PROFILE

This course is intended for managers, supervisors or any leader to help them to prepare employees for the virtual workplace, create telework programs, build virtual teams, leverage technology, and overcome cultural barriers. This course targets managers/supervisors who are interested in learning the elements of virtual teams that ensure its success.

PREREQUISITES

There are no prerequisites for this course as it is for anyone looking to gain the knowledge and understanding of managing a virtual workplace, however it is intended for managers and supervisors as well as other leaders.

COURSE OBJECTIVES

- Defining the virtual workplace
- Creating virtual workplace programs
- Technology tips and tricks
- Building virtual teams
- Leading virtual team meetings
- Working with cross-cultural teams
- Virtual leadership strategies

COURSE CONTENT

Lesson 1: Course Overview
- Introduction & Learning Objectives
- Understand the Definition of a Virtual Workplace

Lesson 2: Defining the Virtual Workplace
- Learning What a Virtual Workplace consists of
- The Elements That Contribute To its Success

Lesson 3: Creating Virtual Workplace Programs

- Develop, Implement & Maintain Telecommuting Programs
- Build a Virtual Team and Lead Them to Success

Lesson 4: Technology Tips & Tricks
- Use Technology to Support Your Virtual Workplace

Lesson 5: Building Virtual Teams
- Build a Virtual Team and Lead them to Success

Lesson 6: Leading Virtual Team Meetings
- Plan and Lead Virtual Team Meetings

Lesson 7: Working with Cross-Cultural Teams
- Overcome Cultural Barriers when Leading Virtual Teams

Lesson 8: Virtual Leadership Strategies
- Develop Your Virtual Leadership Skills

ASSOCIATED CERTIFICATIONS & EXAM

There is no exam associated with this course.