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**The Company**

The Global Teamworking Company specialises in providing support for managers who lead and manage resources in multiple locations and whose teams operate with limited face to face contact.

We expedite the development of high performance teams and provide professional support in planning, managing and delivering projects.

Our consultants also have a proven track record of assisting client organisations in achieving substantial business improvements and cost reductions through initiatives such as our Value Management program.

The Global Teamworking Company is based in Europe and North America and serves clients worldwide from these locations.

**Services**

- Business Consultancy
- Development of High Performance Teams
- Virtual Collaboration Support
- Facilitation Support
- Training & Development
- Value Management Programs

**Training Events**

**Virtual Meetings**

- *Effective Virtual Meetings*

**Virtual Teamworking**

- *Virtual Teamworking for Business Leaders*
- *Virtual Teamworking for Team Leaders, Managers & Facilitators*
- *Virtual Teamworking for Team Members*

**Essential Skills Series**

- *Essential Skills for Six Sigma Black Belts*
- *Essential Consulting*
- *Essential Facilitation*
- *Essential Leadership*

**High Performance Team Series**

- *Essential Creativity*
- *Essential Meetings*
- *Essential Problem Solving*
- *Essential Process Improvement*
- *Essential Project Management*
- *Essential Virtual Teaming*

# Virtual Teamworking

## for Team Leaders, Managers and Facilitators

**Intended for:**

Anyone who needs to lead, manage or organize effectively in a virtual environment.

**Workshop Overview:**

In global organizations the skills required to lead, manage and participate in dispersed teams has become increasingly important. Participants will learn the “soft-skills” required when working in a virtual environment and how to select and leverage the information and communication technologies available in their workplace. Participants will also be encouraged to share their experiences of virtual working and to creatively seek ways to apply their learning on their return to work.

The workshop is held in a relaxed informal atmosphere conducive to the learning process and is highly participative. Formal input is blended with practical exercises to enable participants to develop the skills of virtual teamworking. A comprehensive workbook is also provided.

**Objectives:**

Participants will learn how to:

- Recognize and deal with the unique challenges of working with dispersed teams
- Leverage the Essential Elements of High Performance Teamworking
- Define and agree team roles and responsibilities
- Create an effective communication process
- Select the appropriate collaboration technologies
- Plan and manage virtual meetings
- Recognize and handle cultural and organizational diversity

**Workshop Content:**

**Virtual Collaboration**

- The Challenges of Virtual Collaboration

**High Performance Virtual Teams**

- Essential Elements of High Performance Teamworking
- Building a High Performance Virtual Team
- Managing Cultural and Organizational Diversity

**Virtual Teaming in Practice**

- Collaboration Technologies
- Effective Communication
- Managing Virtual Meetings

**Workshop Duration**

1 Day