



VIRTUAL TEAMWORKING FOR BUSINESS LEADERS

Creating the Organizational Environment for Successful Global Teamworking

Duration: 1/2 Day

Intended for:

Executives and Senior managers who lead and manage resources in multiple international locations and whose teams operate with limited face to face contact.

Workshop Overview:

Teams with members who operate with limited face to face interaction i.e. across organizational, geographical or time boundaries, face unique challenges in achieving their goals. It is important that business leaders create the organizational environment and provide the collaboration methodologies and technologies to enable global teams to overcome these challenges and effectively deliver business objectives. Participants will gain an overview of the organizational elements required for successful global teamworking and will learn the use of the Organizational Diagnostic Tool.

The workshop is held in a relaxed informal atmosphere conducive to the learning process and is highly participative. Formal input is blended with practical sessions to enable participants to consider the information in the context of their own organization. A comprehensive workbook and Organizational Diagnostic Tool are also provided.

Objectives:

For participants to:

- Understand the unique challenges faced by dispersed teams
- Understand the organizational elements required for successful virtual teamworking
- Learn the use of the Organizational Diagnostic Tool
- Assess their own organization and create a strategy for effective global teamworking

Workshop Content:

- **Virtual Teams**
 - The Challenges of Virtual Teamworking
- **Global Teamworking - Critical Success Factors**
 - Team Design & Dynamics
 - Organizational Systems and Support
 - Collaboration Methodologies & Technologies
 - Cultures & Diversity
 - Resources & Stakeholders
- **Creating a Strategy for Effective Global Teamworking**
 - Organizational Diagnostic Tool
 - Developing a strategy for successful global teamworking

VIRTUAL TEAMWORKING FOR TEAM LEADERS, MANAGERS AND FACILITATORS

Leading, Managing and Organizing Virtual Teams

Duration: 1 Day

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 on team roles and responsibilities
- Create an effective communication process
- Determine which technology will best accomplish the desired task
- Plan and manage virtual meetings
- Recognize and handle cultural influences
- Embrace diversity

Workshop Content:

- **Virtual Teams**
 - From Traditional to Virtual Teams
 - The Challenges of Virtual Teamworking
- **High Performance Virtual Teams**
 - Essential Elements of High Performance Teamworking
 - Building a High Performance Virtual Team
- **Virtual Teaming in Practice**
 - Effective Communication
 - Virtual Meetings
 - eCollaboration Technology
 - Culture & Diversity

VIRTUAL TEAMWORKING FOR TEAM MEMBERS

Working in Virtual Teams

Duration 1/2 Day

Intended for:

Anyone who is a member of a dispersed or virtual team or who operates in a virtual environment.

Workshop Overview:

The workshop is intended to provide a grounding in the skills required to operate in a virtual environment either as a team member or in a supporting role. The challenges of handling differing priorities and multiple bosses in such an environment can be substantial and participants will learn practical tools, tips and techniques to assist in handling these challenges effectively.

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.

Objectives:

Participants will learn how to:

- Improve their personal effectiveness in a virtual environment
- Get things done with no authority
- Handle multiple bosses

Workshop Content:

- **Virtual Teams**
 - The Challenges of Virtual Teamworking
- **Improving Personal Effectiveness In A Virtual Environment**
 - Communicating effectively
 - Using virtual tools
 - Participating in virtual meetings
- **Getting Things Done With No Authority**
 - Influencing others virtually
 - Being responsible and accountable with no authority
- **Handling Multiple Bosses**
 - Understanding your bosses and their requirements
 - Prioritizing work