

Course duration

- 1 day

Course Benefits

- Lead productive and engaging virtual meetings.
- Communicate effectively in a virtual workplace.
- Use practical strategies to successfully assign and measure tasks.
- Leverage emotional intelligence to improve relationships.
- Use strategic questioning, listening, and speaking strategies to communicate more effectively in a virtual environment.
- Increase your influence in a virtual setting.
- Motivate your remote team for maximum productivity.

Course Outline

1. Virtual Team Leadership
 1. Virtual Team Challenges
 2. Virtual Tasks
 3. Personality Types
 4. Communication Strategy
 5. Delegation and Performance
 6. Using Influence
2. Virtual Workplace Communication
 1. Emotional Intelligence
 2. Social Styles
 3. Questioning techniques
 4. Active Listening
 5. Virtual Technology Best Practices.
 6. Problem Solving
 7. Effective Email
3. Influence and Motivation in a Virtual Workplace
 1. Basics of Influence
 2. Influence Factors
 3. What People Want
 4. Personal Attributes and Physical Presence
 5. Types of Influencers
 6. Prioritizing

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.