

## Course duration

- 1 day

## Course Benefits

- Gain insights into the challenges and issues of managing virtual teams.
- Learn key methodologies, tips, and techniques to maximize your virtual team's effectiveness.

## Course Outline

1. Virtual team challenges
  1. Basic challenges for all virtual teams
  2. Challenges magnified by time zone, cultural differences, and international context
2. Team Communication Assessment and Debrief
  1. Comparing co-located and virtual team differences
3. Virtual Team Profile
  1. Assessing team Interdependency, status and composition
4. General Team Communication
  1. Trust, rules of engagement, team expectations, etc.
5. Using Virtual Technologies
  1. Synchronous and asynchronous
6. Virtual Meeting Tips and Best Practices
7. Cultural Intelligence and Team Building
  1. Value of diversity in the workplace
  2. Business ethics and practices
  3. Global cultures, verbal communication, and etiquette
8. Virtual Team Building Activities
9. Home Office Productivity Factors
10. Appendix 1: Home Office Productivity Tips
11. Appendix 2: Home Office Design Tips
12. Appendix 3: Video Cam Tips and Tricks
13. Appendix 4: Virtual Body Language
14. Appendix 5: The Hofstede Center Cultural Index

## Class Materials

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