PURPLE GRIFFON
The IT Service Management Training & Consultancy Specialists

Course Title: Managing Virtual Teams Online Workshop	
Exam: Not Included	**Exam Type**: No Exam
Qualification: Certificate Of Attendance	

Course Syllabus

Our Managing Virtual Teams Online Workshop will cover the following topics:

Module 1: Introduction

- Introduction
- Learning Objectives

Module 2: Types Of Remote Teams

- A New Virtual World
- Remote Team Definition
- Types Of Remote Virtual Teams
- Remote Technical Teams
- Remote Project Teams
- Remote Sales Teams
- Remote Customer Service Teams
- Remote Professional Teams
- Productivity Of Virtual Teams
- Hiring Virtual Team Members

Module 3: Pros & Cons Of Remote Teams

- The Benefits Of Virtual Teams
- Improvement To Productivity
- Reduced Equipment Costs
- Lower Employee Turnover
- Access To A Wider Talent Pool
- Fewer Staff Absences
- More Flexible Work Hours
- A Healthier Workforce
- International Workforce At Any Scale
- The Challenges Of Virtual Teams
- Communication
- Solution
- Task Management
- Solution
- Lack Of Focus
- Solution

- Accountability
- Solution
- Helping Employees Unplug
- Solution
- Employee Engagement
- Solution

Module 4: Manage Your Virtual Team

- How To Manage A Virtual Team
- Use The Best Communication Technologies
- Treat Time Zones Fairly
- Clarify Tasks & Processes
- Don’t Forget Face-To-Face Time
- Create A “Virtual Water Cooler”
- As A Leader, Be Available
- Track Work Output
- Support Effective Collaboration On Projects
- Set Up A Project Management System
- Hire The Right People
- Secure Your Systems
- Think About The Future
- Virtual Team Building
- Virtual Team Management Tools
- Leading Virtual Team Meetings
- Your Virtual Team Are Real People
- Checklist For Supporting Virtual Teams
- What's Next?

Module 5: What Have You Learned?

- 20 Question Multiple-Choice Question Assessment

Course Overview

How do you have a successful long-distance relationship with your employees? Is there a magic spell for increasing productivity, team happiness and communication in your virtual team?

As a manager, you are expected to effectively lead your team, whether that’s in-person or remotely.

Course Learning Outcomes

Our Managing Virtual Teams Online Workshop will teach you how to create a productive environment for your remote team.

Audience

Our Managing Virtual Teams Online Workshop is suitable for anyone who wants to learn how to manage virtual teams.

Entry-Level Requirements

There are no entry-level requirements for our Managing Virtual Teams Online Workshop.

Recommended Reading

Our Managing Virtual Teams Online Workshop does not require any existing knowledge of managing virtual teams.

What's Included

Our Managing Virtual Teams Online Workshop will provide you with 30 minutes of content and culminates with a 20-question assessment at the end to test your knowledge.

Exam Information

There are no formal qualifications associated with our Managing Virtual Teams Online Workshop, but there is a 20-question assessment at the end to test how much you have learned.

What's Next

Our three-day ITIL® 4 Foundation training course is the starting point in your ITIL® 4 certification journey and is the prerequisite for the ITIL® 4 Managing Professional (MP) and ITIL® 4 Strategic Leader (SL) training courses.

Our ITIL® 4 Foundation training course is for anyone who needs to understand the key concepts of IT and digital service delivery, and who is interested in helping their organisation embrace the new service management culture.

Additional Information

You will have received a great introduction to managing virtual teams.