PURPLE GRIFFON
The IT Service Management Training & Consultancy Specialists

Course Title: Virtual Team Management	**Course Duration**: 2.0 Days
Exam: Not Included	**Exam Type**: Proctored Exam
Qualification: Virtual Team Management Certificate	

Course Syllabus

Our Virtual Team Management training course contains the following Modules:

Module 1: Adopting a Virtual Team Working Model

- Define the key attributes of virtual working
- Understand the needs of virtual workers
- Develop trust in a virtual environment

Module 2: Leading the Virtual Team

- Adopt lessons from working at home
- Working as an effective virtual team
- Facilitate effective teamwork
- Apply effective virtual project kick-off meetings practices

Module 3: Building and Maintaining a Virtual Team

- Identify the best approaches to communicating and collaborating virtually
- Assess the impact of technology on the quality of the communications
- Make meetings more effective

Module 4: Culture and Distance: Managing the Impact

- Lead team members of different cultural backgrounds more effectively
- Distinguish between the three layers of cultural awareness
- Factor in the impact of distance on team performance

Module 5: Being a Virtual Leader

- Identify key actions a virtual leader can take to enable a team to be more successful
- Establish ground rules to aid team effectiveness and efficiency

Course Overview

Our Virtual Team Management training course you will learn how to use communication and collaboration tools to effectively lead virtual teams across distances, time zones, organisational separation, and cultural differences. You will also learn to deliver results continuously across multi-site and international environments.

Course Learning Outcomes

Our Virtual Team Management training course will provide you with the knowledge to:

- Operate effectively within a virtual and hybrid operating mode by fostering relationships that reinforce team collaboration and identity.
- Lead the team by creating an environment of trust.
- Use appropriate communication technologies to facilitate productive teamwork.
- Operate effectively within a culturally diverse team.
- Adopt and promote ground rules that improve the effectiveness of the team.

Audience

All our welcome to attend our Virtual Team management training course including but not limited to:

- Managers
- Team Leaders
- Human Resources Professionals
- Remote Workers
- Entrepreneurs
- Business Owners
- Project Managers
- Training and Development Professionals
- Educational Institutions

Entry-Level Requirements

There are no entry-level requirements for our Virtual Team Management training course.

Recommended Reading

There is no recommended reading for our Virtual team Management training course.

What's Included

Our two-day Virtual Team Management training course includes the following:

- Pre-reading
- Course Manual
- Quizzes
- Exercises

Exam Information

Virtual team Management Certificate Exam:

- Format: Multiple Choice

- Questions: 40
- Pass Mark: 70% (28/40 correct answers)

What's Next

You might enjoy our Managing Virtual Teams Online Workshop in which you will learn how to create a productive workplace environment for your remote team.

Additional Information

Our Virtual team Management training course offers several benefits, both for individuals and organisations.

- **Effective Team Collaboration**: Virtual team management equips individuals with the skills and knowledge to facilitate effective collaboration among team members who are geographically dispersed.
- **Enhanced Communication Skills**: Virtual team management training focuses on effective communication techniques tailored to virtual settings.
- **Increased Productivity**: Participants learn how to set clear goals, establish effective workflows, and monitor progress. They also gain insights into managing time zones, balancing workloads, and mitigating distractions.
- **Adaptability to Remote Work**: With the growing trend of remote work, learning virtual team management equips individuals with the skills needed to thrive in this environment.
- **Improved Leadership Abilities**: Virtual team management training enhances leadership capabilities, enabling managers and team leaders to effectively guide and motivate virtual teams.
- **Cost Savings**: For organisations, virtual team management can lead to cost savings. By enabling remote work and virtual collaboration, companies can reduce expenses associated with office space, commuting, and travel.