

Managing the Virtual Workplace

Virtual workers and virtual teams are an essential part of today's workforce. More than ever, people are using technology to work anywhere, anytime.

There are big benefits to today's virtual workplace, but there can be big challenges, too. This one-day course will teach managers and supervisors how to prepare employees for the virtual workplace, create telework programs, build virtual teams, leverage technology, and overcome cultural barriers.

What Will Students Learn?

- ✓ Create a virtual workplace strategy
- ✓ Develop, implement, and maintain telecommuting programs
- ✓ Build a virtual team and lead them to success
- ✓ Plan and lead virtual meetings
- ✓ Use technology to support your virtual workplace
- ✓ Overcome cultural barriers when leading virtual teams
- ✓ Develop your virtual leadership skills

What Topics are Covered?

- ✓ Defining the virtual workplace
- ✓ Creating virtual workplace programs
- ✓ Technology tips and tricks
- ✓ Building virtual teams
- ✓ Leading virtual team meetings
- ✓ Working with cross-cultural teams
- ✓ Virtual leadership strategies

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion