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# *Virtual Team Building and Management*

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Virtual teams are growing in popularity since many companies continue to grow and expand in different areas. But sometimes learning to manage a team that we can't physically see every day can be difficult. When we learn how to manage our local teams, as well as our virtual teams, we can form a group that works together to increase productivity and provides a new perspective on any project.



## **Modules:**

- Setting Up Your Virtual Team (I)
- Setting Up Your Virtual Team (II)
- Virtual Team Meetings
- Communication (I)
- Communication (II)
- Building Trust
- Cultural Issues
- To Succeed with a Virtual Team
- Dealing With Poor Team Players
- Choosing the Right Tools

## **Workshop Objectives:**

At the end of this workshop, participants should be able to:

- Know the keys to establishing a virtual team
- Learn how to hold effective meetings and group sessions
- Learn effective ways to communicate with team members
- Use tools to build trust and confidence among employees
- Know how to handle poor performing employees
- Know how to manage a virtual team during any project

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## ***2 Day Workshop***

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### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

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### Wrapping up

- Activities
  - Words from the Wise
  - Review of Parking Lot
  - Lessons Learned
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