



Course Name

BUILDING VIRTUAL TEAMS: STRATEGIES FOR HIGH PERFORMANCE AND SUCCESS

This training course is designed for leaders and executives in any industry who are leading or launching virtual or remote project teams in an organization.



Reach New Heights | Training & Consulting
An ISO 14001:2015 ISO 9001:2015 Certified Company



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Duration:
Five Days



Location:
TBD



Date:
TBD





Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients

BASED IN ABU DHABI
SINCE 2001
WE HAVE A PROVEN TRACK



VISION

"The only thing worse than being blind is having sight but no vision".

To be recognized as the partners' first choice in the field of Learning and Development locally and globally



MISSION

Enable our partners achieving their objectives

by designing innovative learning and development solutions which will boost people performance and business results as well.



VALUES

Driven by five core values which will form the basis for every decision...

- ✓ Result Orientation
- ✓ Partners' Success
- ✓ Passion
- ✓ Commitment
- ✓ Innovation

Why Us?

- 01 Interactive Engaging Courses
- 02 Recognized Certificates
- 03 Wide Range Of Training Subjects
- 04 Global Training Centers
- 05 In-House & Customized Courses
- 06 Internationally Certified Instructors
- 07 Advanced Reporting System



10,000 People Trained a Year, with 98% Satisfaction Rating

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won't keep the company 'up there'.



American Welding Society
EDUCATIONAL INSTITUTION MEMBER





TRAINING COURSE INTRODUCTION

BUILDING VIRTUAL TEAMS: STRATEGIES FOR HIGH PERFORMANCE AND SUCCESS



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Building a virtual team is a tough task in today's organisations. Virtual team managers require support to acquire a deeper understanding, knowledge and skills needed to enhance their traditional leadership competencies. In addition to the usual challenges of managing cultural differences of individuals, the manager of a virtual team meets further challenges including diverse time zones, shifting team membership, distance, and technological barriers. Managing a virtual team requires a sophisticated set of skills for the organisation to achieve high performance and success.

This 5-day boost training course will strengthen a leader's skill and understanding of the process and framework in developing the competencies and productivity of a virtual or remote team. Participants will learn to leverage the advantages of a virtual team while building trust and making authentic connections with team members.

TRAINING COURSE OBJECTIVES

- ✓ To know the keys to establishing a virtual team
- ✓ To learn effective ways to communicate with team members and hold effective meetings and group sessions
- ✓ To know how use tools to build trust and confidence among employees
- ✓ To understand ways of handling poor performing employees
- ✓ To identify strategies of managing a virtual team during any project
- ✓ To assess the key opportunities and challenges facing your virtual team and reflect on how they have affected your team's performance
- ✓ To identify areas that are most challenging for the team
- ✓ To design an intervention to address structural or coaching challenges

TRAINING COURSE METHODOLOGY

This training course will use a balance of structured input and discussion of case studies, critical incidents and scenarios relevant to the participants respective context.





Course Outline

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DAY ONE - SETTING UP YOUR VIRTUAL TEAM

- ✓ Choose Self-Motivated People with Initiative
- ✓ Face to Face Meetings at First (Kick-off Meeting)
- ✓ Diversity Will Add Value
- ✓ Experienced with Technology
- ✓ Personality Can Count as Much as Skills
- ✓ Rules of Engagement
- ✓ Setting up Ground Rules



DAY TWO - VIRTUAL TEAM MEETINGS AND COMMUNICATION

- ✓ Rules of Responsiveness
- ✓ Face to Face When Possible
- ✓ Choose the Best Tool
- ✓ Be Honest and Clear
- ✓ Stay in Constant Contact
- ✓ Don't Make Assumptions
- ✓ Set Up Email Protocols



DAY THREE - BUILDING TRUST AND ADDRESSING CULTURAL ISSUES

- ✓ Trust Your Team and They Will Trust You
- ✓ Beware of "Us vs. Them" Territorial Issues
- ✓ Share Best Practices
- ✓ Create a Sense of Ownership
- ✓ Respect and Embrace Differences
- ✓ Be Aware of Different Work Styles
- ✓ Know Your Team Members Cultural Background





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DAY FOUR – SUCCEED WITH A VIRTUAL TEAM VIRTUAL AND HANDLING TEAM MEETINGS

- ✓ Set Clear Goals
- ✓ Create Standard Operating Procedures (SOPs)
- ✓ Build a Team Culture
- ✓ Provide Timely Feedback
- ✓ Scheduling Will Always Be an Issue
- ✓ Have a Clear Objective and Agenda
- ✓ Solicit Additional Topics in Advance
- ✓ Discourage Just Being a Status Report



DAY FIVE - DEALING WITH POOR TEAM PLAYERS AND CHOOSING THE RIGHT TOOLS

- ✓ Manage Their Results, Not Their Activities
- ✓ Be Proactive, Not Reactive
- ✓ Check in Often
- ✓ Communication Software
- ✓ Collaboration and Sharing Tools
- ✓ Project Management Software
- ✓ Use What Works for You and Your Team





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THANK YOU

For any clarification or information. Please do not hesitate to contact us

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