

Virtual Team Building and Management Workshop

There are an estimated one billion virtual workers in 2012, and the number is expected to continue climbing well into the future. With a global workforce you are provided with a cost effective and talented pool of employees to draw from. With a virtual team you are given a Follow the Sun production environment.

With a virtual team you have the normal issues of a localized team, with the additional challenges of distance and cultural differences. Virtual Team Building and Management will give you participants the knowledge to work with these challenges and succeed in a growing global workforce.



Workshop Objectives:

- 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

For more information or to reserve your spot in this workshop, please contact:

Joseph (J.J.) Frazier
President
Mastering the Positive, LLC
Phone: (757) 962-7073
Mobile: (757) 952-8340
Visit: www.masteringthepositive.com
Email: jfraziers@cox.net



CLASS CONTENT

Module One: Getting Started

Workshop Objectives

Pre-Assignment

Module Two: Setting Up Your Virtual Team (I)

Choose Self-Motivated People with Initiative

Face to Face Meetings at First (Kick-off Meeting)

Diversity Will Add Value

Experienced with Technology

Case Study

Module Two: Review Questions

Module Three: Setting Up Your Virtual Team (II)

Personality Can Count as Much as Skills

Rules of Engagement

Setting up Ground Rules

Icebreakers and Introductions

Case Study

Module Three: Review Questions

Module Four: Virtual Team Meetings

Scheduling Will Always Be an Issue

Have a Clear Objective and Agenda

Solicit Additional Topics in Advance

Discourage Just Being a Status Report

Case Study

Module Four: Review Questions

Module Five: Communication (I)

Early and Often

Rules of Responsiveness

Face to Face When Possible

Choose the Best Tool

Case Study

Module Five: Review Questions

Module Six: Communication (II)

Be Honest and Clear

Stay in Constant Contact

Don't Make Assumptions

Set Up Email Protocols

Case Study

Module Six: Review Questions

Module Seven: Building Trust

Trust Your Team and They Will Trust You

Beware of "Us vs. Them" Territorial Issues

Share Best Practices

Create a Sense of Ownership

Case Study

Module Seven: Review Questions

Module Eight: Cultural Issues

Respect and Embrace Differences

Be Aware of Different Work Styles

Know Your Team Members Cultural

Background

Case Study

Module Eight: Review Questions

Module Nine: To Succeed With a Virtual Team

Set Clear Goals

Create Standard Operating Procedures (SOPs)

Build a Team Culture

Provide Timely Feedback

Case Study

Module Nine: Review Questions

Module Ten: Dealing With Poor Team

Players

Manage Their Results, Not Their Activities

Be Proactive, Not Reactive

Check In Often

Remove Them

Case Study

Module Ten: Review Questions

Module Eleven: Choosing the Right Tools

Communication Software

Collaboration and Sharing Tools

Project Management Software

Use What Works for You and Your Team

Case Study

Module Eleven: Review Questions

Module Twelve: Wrapping Up

Words from the Wise