TRAINING WAREHOUSE
Inspiring Business Performance

Managing the Virtual Workplace

Select Your Learning Style
Facilitator-led 1 Day Program (Classroom)
OR
eLearning format (Self-paced)
Please refer to Pricing Page for cost per participant

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 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 Participants 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 in Your Learning Style?

- ✓ Self-paced eLearning OR
- ✓ Interactive class environment – Facilitator-Led

- ✓ Specialized course materials and resources
- ✓ Personalized certificate of completion