OUTLINE

Managing the Virtual Workplace

Lesson One

Course Overview

We devote the first part of the day getting to know participants and discussing what will take place during the workshop. Attendees will also have an opportunity to identify their personal learning objectives.

Lesson Two

Defining the Virtual Workplace

To Begin the course, participants will learn some terms regarding the virtual workplace. Participants will also explore some advantages and disadvantages that the digital workplace can have.

Lesson Three

Creating Virtual Workplace Programs

This Session will provide a list of components to include in a digital workplace strategy. Placing employees up for telework and tips for managing performance will also be covered.

Lesson Four

Technology Tips and Tricks

Next, Participants will consider what tools they can incorporate into their virtual workplace program.

Lesson Five

Building Virtual Teams

In This session, participants will learn about Tuckman and Jensen's five stages of team development and how they apply to engineering teams. They'll also learn how to choose a virtual team and ways to ensure its success.

Lesson Six

Leading Virtual Team Meetings

This Session will give participants some guidelines for scheduling and conducting team meetings. They will also have an opportunity to practice a virtual team meeting.

Lesson Seven

Working with Cross-Cultural Teams

Next, Participants will learn how to overcome cultural barriers in virtual teams.

Lesson Eight

Virtual Leadership Strategies

To Wrap up the program, participants will discuss their favorite digital leadership methods. We will also share a few ideas of our own.

Lesson Nine

Workshop Wrap-Up

At The end of the day, students will have an opportunity to ask questions and fill out an action plan.

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

www.paramountplus.com.au
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