MANAGING VIRTUAL TEAMS TRAINING 1-HOUR ONLINE CLASS - MEETINGS AND COLLABORATION TOOLS

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COURSE LENGTH: 0.1 DAYS

This 1-hour online workshop focusses on Team Meetings and Collaboration Tools and strategies when Managing Virtual Teams.

This is an instructor led class that you can attend from home or your office.

The virtual classroom uses an advanced version of Zoom called 'Zoom for Webinars' that includes enhanced collaboration features such as One-click content sharing, real-time co-annotation (people can work together in activity files), and digital whiteboarding, and we use tools such as live polls, private group chats and participants can 'raise their hand' so you *virtually* have the same collaborative classroom based learning experience.

These courses are facilitated in English and are open to people from different industries across Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities.

**Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!

Be ready - check your device is ready to go by using this test link.

MANAGING VIRTUAL TEAMS TRAINING 1-HOUR ONLINE CLASS - MEETINGS AND COLLABORATION TOOLS COURSE OUTLINE

FOREWORD

There was an estimated 500 million virtual workers in 2018, we expect that number to be in the billions either temporarily or permanently especially after the impact of Corona Virus (COVID19). With a global workforce, you are provided with a cost effective and talented pool of employees to draw from... and require new leadership skills and management strategies to be successful.

Managing a virtual team has increased complexities because of the challenges posed by time difference and cultural differences and an absence of personal contact. Virtual Team Building and Management training course provides participants the knowledge to overcome these challenges and succeed in creating a highly productive distributed workforce.

This 1-hour course focusses specifically on managing meetings and selecting collaboration tools for leaders of virtual teams.

This course is designed to provide you with the most targeted, effective and convenient learning experience by letting you join a short, sharp and collaborative session facilitated online with a master trainer and other participants from Oceania.

In this session you will:

- Learn how to improve your Virtual team Meetings

- Keep High Quality Communication with a distributed team

- Make Meetings worthwhile without getting people in the same room

- Collaborate with other people facing similar scenarios

This course is in English and facilitated by an Australian expert trainer with over 10 years experience.

OUTCOMES

After completing this course, participants will have learned to:
- Manage Scheduling Meetings for Distributed Teams
- Develop Clear Meeting Objectives and Agendas
- Make a meetings more than a ***status update***
- Evaluate different collaboration tools and be preparted to adopt different tools depending on your needs

This is a practical training class with take-aways people can apply immediately.

MODULES

Lesson 1: 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

Lesson 3: International Collaboration

- With enrolments open from Australia, New Zealand, Singapore, Malaysia and Hong Kong
- Participants benefit from sharing and collaboration from people with similar challenges from across the region
- Share, discuss and learn from like minded people
- Wrap up and close

Lesson 4: Next Steps

This is one course in a series on managing virtual teams. Check out the whole series, you can join the classes in any order, focus on exactly the skills that will benefit you most in this live online delivery format.

Lesson 11: Choosing the Right Tools

- Communication Software
- Collaboration and Sharing Tools
- Project Management Software
- Use What Works for You and Your Team
- Case Study

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote