

## SeminarsWorld® Course Agenda

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### Critical Tools and Strategies for Virtual Teams

**Instructor(s):** Carlene Szostak

**Length:** 1 day

**Pre-work:** None

**CEUs:** 0.7 / See below for PDU breakdown

**Level:** Advanced

**Primary Topic:** Strategic Planning and Implementation

**Subtopics:** Communication and Presentation Skills, Influencing

#### Course Description:

How does one play “nice in the sandbox” if your sandbox is on the other side of the world, down the block or even in another city?

How do you move your project forward if the physical location of individual team members does not allow you to meet with them or other key individuals in person? How can you deal effectively with scattered, remote locations, global time zones, differing cultures and even “glitchy” communication platforms? Difficult? Yes, but not impossible! You are not alone. Virtual teams have become a normal part of mainstream corporate operations and have magnified the communication challenges project managers face when trying to effectively drive a project forward.

In this seminar, we will examine the interplay between human factors, technology and communication rigors; it includes sharing global best practices in solving such problems and creating effective virtual teams. The seminar is packed with interactive activities, team building techniques and performance metrics that can be used to align a virtual team toward both the project goals and aligning with the overarching company culture.

Distinctions between high-performance teams and “work groups” will be discussed, along with techniques for creating successful business outcomes in an often geographically dispersed work environment.

#### Learning Objectives:

*Upon completion of this course, participants will be able to:*

- Review the value of virtual teams over traditional teams to the organization
- Develop techniques to monitoring performance and accountability
- Show what “good” virtual teams look like
- Learn top virtual communication techniques

#### AGENDA

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| <ul style="list-style-type: none"><li>• Welcome &amp; Objectives</li><li>• Introductions</li><li>• Virtual Team vs Traditional Teams</li><li>• Current Virtual Team</li><li>• The Basics</li><li>• The Next Generation</li></ul> | <ul style="list-style-type: none"><li>• Communication Styles and Strategies</li><li>• Goal setting and accountability</li><li>• Managing Performance Feedback &amp; Coaching</li><li>• Rewards &amp; Recognition</li><li>• Wrap-up &amp; Questions</li></ul> |
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**Professional Development Units (PDUS)** are one-hour blocks of time spent learning, teaching others, or volunteering. By attending this SeminarsWorld course, you will be able to achieve the following PDUs as learning hours to apply for PMI certification or to maintain your certification status with PMI. [View](#) how your PDUs align with the PMI Talent Triangle®.

	Technical	Leadership	Strategic	Total
<b>CAPM / PMP / PgMP</b>	0	3.5	3.5	7.00
<b>PMI-ACP</b>	0	3.5	3.5	7.00
<b>PMI-SP</b>	0	3.5	3.5	7.00
<b>PMI-RMP</b>	0	3.5	3.5	7.00
<b>PfMP</b>	0	3.5	3.5	7.00
<b>PMI-PBA</b>	0	3.5	3.5	7.00

