



Agenda

Click [here](#) for additional training and schedules.

Critical Tools and Strategies for Virtual Teams

Instructor(s): Carlene Szostak

Length: 1 day

Prework: None

CEUs: 0.7/see below for PDU breakdown

Level: Intermediate

Training Topic: Business Skill Enhancement

Subtopics: Resource Management, Leading Project Teams

Training 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 that project managers face when trying to effectively drive a project forward.

In this training, we will examine the interplay between human factors, technology, and communication rigors. The training includes sharing global best practices in solving such problems and creating effective virtual teams. This training 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 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 training, learners will be able to:

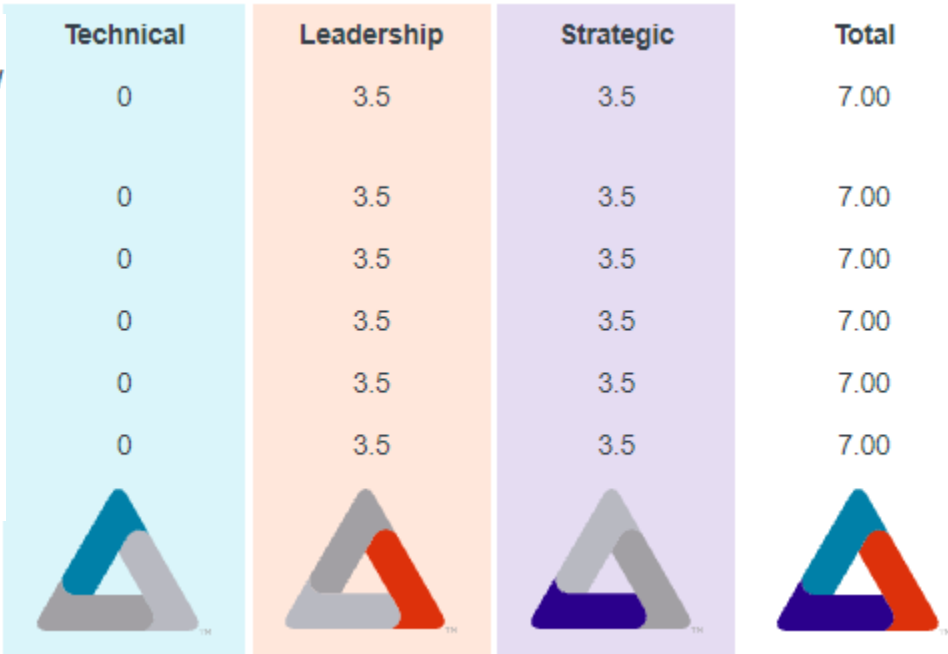
- Review the value of virtual teams over traditional teams for the organization.
- Develop techniques for monitoring performance and accountability.
- Show what “good” virtual teams look like.
- Learn the top virtual communication techniques.

AGENDA

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| <ul style="list-style-type: none">• Welcome and Objectives• Introductions• Virtual Teams Versus Traditional Teams• Current Virtual Teams• The Basics• The Next Generation | <ul style="list-style-type: none">• Communication Styles and Strategies• Goal Setting and Accountability• Managing Performance Feedback and Coaching• Rewards and Recognition• Wrap-up and Questions |
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Professional development units (PDUs) are 1-hour blocks of time spent learning, teaching others, or volunteering. By attending this training, 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
CAPM® / PMP® / PgMP®	0	3.5	3.5	7.00
PMI-ACP® / Agile*	0	3.5	3.5	7.00
PMI-SP®	0	3.5	3.5	7.00
PMI-RMP®	0	3.5	3.5	7.00
PfMP®	0	3.5	3.5	7.00
PMI-PBA®	0	3.5	3.5	7.00



**Please note that the asterisked row above applies to the PMI® Agile Certification Journey and includes DASM™, DASSM™, DAC™, and DAVSC™ certifications.*