

## Course Description:

Virtual teams are growing in popularity since many companies continue to grow and expand in different areas around the country. Leaders, who manage remotely, receive a series of snapshots of situations by means of voice mail, emails and/or page messages. Leaders need to quickly and skillfully diagnose what is happening, determine a course of action, and adjust their means of communication and the technology they use to achieve the desired goals.

## Learning Objectives:

At the end of this course, participants will be able to:

- Know the 5 core issues to establishing a virtual team
- Use effective meetings and group sessions
- Establish effective ways to communicate with team members
- Use tools to build trust and confidence among employees
- Recognize stages of team development
- Collaborate across boundaries

## Outcome:

*Enhanced team building and maintenance, resulting in higher functioning teams and increased productivity.*