

# Working in Virtual Teams

1 Day | Virtual and Face-to-Face

The way we work has never been more important. As a many of companies are making the decision to support and move towards a more “work-from-home” environment, their teams have gone from co-located to distributed.

The primary objective of the course is to provide students with the knowledge and skills necessary to start working in virtual teams with two configurations: all remote team members and some remote members and some co-located.

Students who demonstrate understanding and application of the course materials will receive a certificate of attendance from [Collaboration Superpowers](#).

## Learning Objectives

- Apply best practices for virtual team collaboration
- Identify the advantages and disadvantages of working in virtual teams
- Use techniques and tools to face new challenges
- Experiment with some of the best practices and recommended frameworks for team adaptation

## Intended Audience

This course is designed for any professional working virtually or working with virtual team members.

## Prerequisites

There are no prerequisites to attend this course.

## Learning Topics

<b>Topic</b>
<b>Virtual Team Transition</b>
<ul style="list-style-type: none"><li>• Explicit policies</li><li>• Onboarding process: facilitators and course expectations</li></ul>
<b>Introduction to Team Models and Virtual Context</b>
<ul style="list-style-type: none"><li>• What is a virtual team?</li><li>• Tuckman Model and adaptations for virtual teams</li></ul>
<b>Working in virtual teams</b>
<ul style="list-style-type: none"><li>• Advantages and disadvantages</li></ul>
<b>Build a Culture that Makes Working in Virtual Teams Easier</b>
<ul style="list-style-type: none"><li>• Contributing values: work virtually temporarily vs working virtually permanently</li><li>• Rules to avoid team malfunctions</li><li>• Roles in virtual teams</li><li>• Setting goals</li><li>• Preventing burnout, anxiety, and isolation within the team</li><li>• Skills for working in virtual teams</li><li>• Organizational needs and categories of tools that cover them</li></ul>
<b>Managing Virtual Teams</b>
<ul style="list-style-type: none"><li>• Encouraging innovation and creativity</li><li>• Working in virtual teams because of change</li><li>• Principles of working in effective virtual teams</li><li>• Models for implementation</li></ul>
<b>Summary, Conclusions, and Feedback</b>
<ul style="list-style-type: none"><li>• Review</li><li>• Retrospective</li><li>• Class closing</li></ul>