

**Document Generated: 10/30/2025**

**Learning Style: Virtual Classroom**

**Technology:**

**Difficulty: Beginner**

**Course Duration: 2 Days**

## Managing Remote and Virtual Teams



### About Course:

The business model of managing remote and hybrid teams is constantly evolving. Working virtually offers unique advantages and challenges. But how do you best leverage these benefits while overcoming impediments?

## **Course Objectives:**

- Effectively manage team dynamics in remote and virtual teams
- Leverage communication technologies to the benefit of your remote and virtual teams
- Identify the specific skills required for managing remote and virtual teams
- Evaluate the impact of culture and language on your team's perform

## **Audience:**

- This course is ideal for team leaders, project managers, department heads, and senior professionals who manage remote or hybrid teams. It is also valuable for HR professionals and organizational leaders seeking to improve virtual collaboration, communication, and productivity in dispersed workforce

## **Prerequisites:**

- None

## **Course Outline:**

### Defining the Characteristics of the Remote and Hybrid Workforce

- Understanding the remote vs. hybrid workplace
- Managing relationships, communication, and tasks
- Meeting your needs and your team's needs

### Management Requirements for Remote Leadership

- Moving from reactive to proactive
- Understanding team member's unique situations
- Keeping everyone informed
- Innovating with virtual teams
- Managing work outputs
- Overseeing separated team members

- Defining and building relationships with stakeholders

## Building and Strengthening Team Dynamics

- Creating team identity
- Forming remote and virtual teams
- Managing the storming process
- Getting to norming and performing
- Creating and governing with ground rules
- Tracking team performance
- Setting expectations and providing feedback

## Making Technology Work for You

- Communicating with and coordinating your team
- Avoiding the technology trap
- Developing effective communication across various mediums
- Choosing the right technology platform

## The Impact of Culture and Separation

- Recognizing cultural characteristics and differences
- Building cultural knowledge
- Managing across time zones
- Respecting non-working time