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College Africa Group – Virtual Workplace

Virtual workers and virtual teams are an essential part of today's workforce. More than ever, people are using technology to work anywhere, anytime.

There are benefits to today's virtual workplace, but there can be challenges, too. This one-day course will teach managers and supervisors how to prepare employees for the virtual workplace, create telework programs, build virtual teams, leverage technology, and overcome cultural barriers.

This one-day workshop will help you teach participants how to:

- Create a virtual workplace strategy
- Develop, implement, and maintain telecommuting programs
- Build a virtual team and lead them to success
- Plan and lead virtual meetings
- Use technology to support a virtual workplace
- Overcome cultural barriers when leading virtual teams
- Develop their virtual leadership skills

Defining the Virtual Workplace

To begin the course, participants will learn some terms related to the virtual workplace. Participants will also explore advantages and challenges that the virtual workplace can have.

Creating Virtual Workplace Programs

This session will provide a list of elements to include in a virtual workplace strategy. Setting employees up for telework and tips for managing performance will also be covered.

Technology

Next, participants will consider what tools they can use to implement their virtual workplace program.

Building Virtual Teams

In this session, participants will learn about Tuckman and Jensen's five stages of team development and how they apply to virtual teams. They will also learn how to choose a virtual team and ways to ensure its success.

Virtual Leadership Strategies

Next, participants will share their favorite leadership techniques for leading a virtual team. We will also share some ideas of our own.

Leading Virtual Team Meetings

This session will provide guidelines for scheduling and conducting team meeting. Participants will also have an opportunity to practice leading a virtual team meeting.

Working with Cross-Cultural Teams

Next, participants will learn how to overcome cultural barriers in virtual teams.

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