



Smarter Performance Solutions™

ONE-DAY WORKSHOP

Leading and Managing Virtual Teams



This workshop provides industry best practices that will enrich your understanding of managing virtual teams. Participants will walk away from the session having a clear understanding of how managing virtual teams is advantageous for individual operating units and organizations as whole, and will be equipped with tools that they can use to effectively manage virtual employees.

Key Outcomes

- Participants will be able to analyze various strategies and tools for communication with remote employees.
- Participants will plan how they will track their remote workers' progress and performance
- Participants will learn techniques they will use to coach and support team members from a distance.
- Participants will compare tools/strategies for tracking remote workers' progress and performance
- Participants will identify the components of effective virtual guidance
- Participants will analyze the actions that lead to successful leadership of virtual teams
- Participants will describe how to effectively manage virtual teams.

Course Outline

- The Three C's in the Virtual Environment: Company Trust, Culture and Communication
 - The Growth and Popularity of Virtual Teams
 - Advantages of Virtual Teams
 - Virtual Accountability and Responsiveness
- The Impact of Virtual Work on the Future Workforce
 - Telecommuting is the Future of Work Trends and Challenges
 - Working with Diverse Generations –Telework Generational Gap
 - Dispelling the Myths of the Virtual Environment
 - Improving Employee Engagement in the Virtual Environment
- Managing Virtual Teams: While Creating Your “Virtual Tool Box”
 - Create a Social Context for Leadership Practices
 - Productive Virtual Team—Outcomes of Performance
 - Developing Virtual Processes

Price

\$4,499 for up to 15 participants
\$229 for each additional participant

Seminar can be delivered Virtually or In-Person. Price does not include travel required for onsite course delivery.

Call us today to schedule your workshop

Contact Information

BDTeam@coleysolutions.com
210 402 6766
coleysolutions.com

Coley & Associates, Inc.
140 Heimer Road, Suite 400
San Antonio, Texas 78232

CAGE: 1UU13
DUNS: 026814967
VA Certified SDVOSB

Proven Supplier

Coley is an experienced Federal contractor that has consistently received exceptional CPAR ratings.

Instructor

Coley's Instructor has a PhD in Leadership and Public Policy and has substantial experience managing successful mentoring programs in the public sector. She is an organizational change agent, thought leader, mentoring and coaching specialist with over 20 years of progressive experience in public sector workforce development, organizational development and human resources executive administration. She has both managed virtual teams and worked as a remote worker. She has conducted training both in-person as well as virtually. She has also been a conference presenter on a national level and is the author of a weekly mentoring blog.

Award Winning

Coley delivers award winning training solutions to its Government clients and has been recognized for superior training, communications and design. Coley has been honored with two AVA Digital Gold Awards, three Hermes Creative Awards, three Communicator Awards and two Horizon Gold Awards. These awards are recognition by industry leaders for delivering innovative solutions to Government organizations that are both engaging and Section 508 Accessible.



A Service-Disabled Veteran-Owned Small Business

Let's Create Great Together™

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Smarter Performance Solutions™

TWO-HOUR SEMINAR

Introduction to Leading and Managing Virtual Teams



This Seminar provides an introduction to industry-best practices that will enrich your understanding of managing virtual teams. Participants will walk away from the session having a clear understanding of how managing virtual teams is advantageous for individual operating units and organizations as whole, and will be introduced to tools and techniques that can be used to effectively manage virtual employees.

Course Outline

- The Three C’s in the Virtual Work Environment: Company, Culture and Communication
 - The Growth and Popularity of Virtual Teams
 - Advantages of Virtual Teams
 - Virtual Accountability and Responsiveness
- The Impact of Virtual Work on the Future Workforce
 - Telecommuting is the Future of Work
 - Trends and Challenges
 - Working with Diverse Generations – Telework Generational Gap
 - Dispelling the Myths of the Virtual Environment
 - Improving Employee Engagement in the Virtual Environment
- Managing Virtual Teams: While Creating Your “Virtual Tool Box”
 - Create a Social Context for Leadership Practices
 - Productive Virtual Team—Outcomes of Performance
 - Developing Virtual Processes

Key Outcomes

- Participants will learn the key components of effective management of virtual employees
- Participants will be introduced to various strategies and tools for communicating with remote employees.
- Participants will learn techniques they can use to coach and support team members from a distance.
- Participants will be introduced to actions that lead to successful leadership of virtual teams

Price

\$2,499 for up to 15 participants
\$149 for each additional participant

Seminar can be delivered Virtually or In-Person. Price does not include travel required for onsite course delivery.

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