

## CONNECTING VIRTUALLY

### Communication Skills and Tools for Virtual Teamwork

Technology allows us to use employees and teams to do business remotely. Many employees today work in virtual teams for at least part of their job. Having virtual teams allows us to be more flexible, tap into worldwide talents and increases productivity.

This research-based course provides best practices from successful virtual teams that allow quicker ramp up time and avoid many challenges that come from working and communicating remotely. Learn how to establish effective communication methods and practices, when to apply specific tools and methods and best practices in working virtually through this fast-paced course.

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- Understand the **Challenges of Communicating Virtually**
- **Build Relationships** – Learn how you can connect to others on your team, connect them to the company, and be a conduit to effective teamwork by **Building Trust**
- **Using Technology** – Learn tips for using technology tools to enhance communication. Learn pros and cons of different technology as well as **Best Practices** in implementing virtual tools
- **Case Studies** - Apply best practices in **Using Technology** and **Building Relationships** to real-life examples including meetings, day-to-day interaction and deadline-driven challenges.

#### Who Should Attend

Virtual Team Members

#### Duration

Half Day (4 hours)

## B E N E F I T S

#### For the Individual

- Awareness of communicating techniques and tools to use with virtual teams
- Understanding of how technology can play a role in virtual communication
- Skills in building teamwork and trust among virtual teams

#### For the Organization

- More effective, productive virtual teams
- Reduced turnover among employees working virtually
- Improved skill development and motivation
- Improved morale among global teams