Virtual Teams

Code: CT90-100   **Duration:**   1 day

Series: Team Management

Fundamentals of virtual teams
Defining virtual teams
Serving in virtual teams
Conducting an orientation session

Effectiveness, social dynamics, and decision-making
Effectiveness
Social dynamics
Decision-making

Obstacles and success factors
Obstacles
Success factors

Communication
Effective communication
Enhancing communication
Communication barriers
Technologies used for communication

Alternative office arrangements
Working in alternative offices
Telecommuting

By completing this course, participants will learn how to:

- Identify the purpose and types of virtual teams, the benefits of virtual teams, types of work and meetings carried out by virtual teams, and the schedule and the agenda of a session.
- Identify the factors influencing effectiveness and the indications revealing ineffectiveness, the social dynamics stages and factors, and the steps, methods, and challenges in the decision-making process.
- Identify the obstacles in the progress of a virtual team and the factors that influence the success of a virtual team.
- Identify the importance of effective communication, the purpose of a communication design process, the technological and cultural barriers in communication, and the technological innovations in communication and the guidelines for using these technologies.
- Identify the types of alternative office arrangements, the benefits of telecommuting, and the skills and challenges of telecommuters.

Prerequisites: None