

Working Remotely



Days: 1

Audience: This workshop is suitable for all audiences, **with a primary focus on non-managers.**

Description: Teams are the foundation of successful organizations serving as the driving force behind achieving strategic goals. In today's environment, virtual teams and remote workers play a critical role. Technology now enables people to collaborate from anywhere at any time, making virtual teamwork an essential component of modern organizational success. This workshop helps employees strengthen remote collaboration skills by focusing on communication, problem-solving, motivation, and teamwork. By the end of this workshop, participants will have practical techniques and tools to contribute meaningfully to their teams, regardless of location.

Course Objectives: This workshop will teach participants:

- To understand the key characteristics of effective virtual teams
- How to set up an efficient remote workspace
- How to schedule and conduct productive virtual team meetings
- Apply virtual etiquette, including email, telephone, and social media best practices
- The different team roles and how they apply to all team members no matter where they are working from
- Identify generational cohorts and adapt communication strategies accordingly

OUTLINE:

LESSON 1: COURSE OVERVIEW

The instructor will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Participants will have an engaging activity that will give them the opportunity to identify their personal learning goals.

LESSON 2: THE STAGES OF TEAM DEVELOPMENT

Participants will discuss the 5 stages of team development and how that builds in the same way with a virtual team.

LESSON 3: CHARACTERISTICS OF EFFECTIVE VIRTUAL TEAMS

Participants will work together to define what a team is, how it works effectively in a virtual environment, and how team social contracts serve to help remote teams succeed.

LESSON 4: UNDERSTANDING YOUR ROLE IN A VIRTUAL WORKPLACE STRATEGY

Participants will discuss why remote work matters and how they should manage their performance as remote employees.

LESSON 5: PROFESSIONAL COMMUNICATION FOR REMOTE EMPLOYEES

Participants will explore how to communicate professionally as remote employees by delving into topics such as phone etiquette, internet etiquette (netiquette), and social media etiquette.

LESSON 6: TECHNOLOGY BEST PRACTICES FOR REMOTE EMPLOYEES

Participants will discuss and brainstorm best practices for using technology as remote employees – virtual presentation tools, being hospitable, using breakout rooms, engaging participants, and avoiding technical difficulties will be covered.

LESSON 7: SCHEDULING AND CONDUCTING VIRTUAL TEAM MEETINGS

Participants will discuss the best ways to schedule virtual team meetings, how to create agendas, and best practices for conducting virtual meetings.

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LESSON 8: TEAM ROLES AND RESPONSIBILITIES

Understanding that effective teamwork is the core of what remote work is about, this session focuses on team roles and responsibilities from the aspect of virtual team culture and finished with participants delving into managing conflict and problems within virtual teams.

LESSON 9: THE MULTI-GENERATIONAL WORKPLACE

Participants discover their generational style of working and how that relates to working on a virtual team.

WORKSHOP WRAP UP

At the conclusion of the workshop, participants will have the opportunity to ask any final questions, fill out a training satisfaction survey, and complete a Personal Action Plan for future growth in this area.