

Collaborating in Virtual Teams

Virtual Class

This virtual classroom series has been created to address the need for teams working remotely to more effectively communicate and collaborate using the technology available to them.

Bringing the teams together in a virtual setting will enable leaders and their team members to develop and adopt a consistent approach to interacting with each other remotely.

At the end of this series, teams working remotely will gain the knowledge and skill to increase virtual engagement and information transfer through learned behaviours and actions.

Delivery method:

- 3 x 90-minute virtual classroom sessions
- Conducted once per week over 3 weeks or according to your organisation's requirements

The MCI Facilitator will role model best practice in conducting virtual sessions to ensure maximum engagement and interaction between team members, using techniques such as rules of engagement, online voting and other participative processes. Learners will create a list of action items to implement as they progress through the series.

Snapshot

Duration: 3 x 90-minutes

Category: Collaborating in Virtual Teams

Platform: Adobe Connect



Learning Outcomes

At the end of this program you will be able to:

- Explain the nature of virtual teams
- Recognise the potential communication and language barriers in virtual teams and apply strategies to mitigate the impact thereof
- Identify the 3 stages of the virtual meeting process
- Discuss the elements of contracting in virtual meetings/touchpoints
- Recall strategies for staying focused when working remotely
- Identify those that are disengaged and collaborate on how best to minimise isolation and foster a remote community
- Develop strategies to enhance the efficiency and outcomes of virtual meetings and working remotely

Sessions	Content Overview
1. About virtual teams (90mins)	<ul style="list-style-type: none"> • Setting the context - Facilitator begins and continues each session by modelling techniques to use during virtual team meetings • The nature of virtual teams • Challenges of working remotely • Challenges of meeting remotely • Communication and language barriers • Dealing with isolation • Creating psychological safety
2. Virtual teams in action (90mins)	<ul style="list-style-type: none"> • Team interaction – how to stay connected • Virtual courtesy and respect • Communicating more effectively – creating the virtual standards of professionalism and managing expectations • Best methods of communication for different needs and outcomes • Using Technology seamlessly and effectively for virtual collaborations • Avoiding conference call ‘bingo’
3. Overcoming the challenges of virtual meetings (90mins)	<ul style="list-style-type: none"> • Technology issues • Working in different time zones • Contracting and the rules of engagement • Dealing with disengagement and distraction • Strategies for efficient outcomes from meetings • Ensuring greater speed and quality of group decision making • Summary and action plans



Thank you

“ *I can attest that MCI Solutions absolutely deliver on their promise of innovation. The quality of the content is excellent, the calibre of facilitators is great, and I think the participant experience **really sets MCI Solutions apart.*** ”