

# manage remote and virtual teams

fmi course number: ML10

Duration  
1 to 2 days

## .....course overview

Virtual and remote teams have been shown to have many benefits in terms of expenses and productivity. Many new and experienced managers are faced with the challenges of logistical, interpersonal, technological and cultural issues of this new form of team.

This course is recommended for managers who lead a dispersed group, whether spread out over a wide area or simply in separate sites.



## .....key content

- What is a Virtual or Remote Team?
- Benefits of Virtual and Remote Teams
- Setting Clear goals and performance measures
- Effective Communication Strategy and Planning
- Awareness of in house technology
- Central Information Repositories to avoid double handling
- Real-time and Virtual Meetings
- Scheduling around different regions and time zones
- Virtual and Remote Delegation
- Remote Logistics
- The issues and problems associated with isolation
- Monitoring Team progress remotely
- Developing Performance Improvement Plans

## .....what objectives can I achieve?

1. Define your role as a Virtual/Remote team manager
2. Leading communication in the team
3. Monitor progress towards team objectives
4. Improve remote and virtual performance

## Who this course is useful for

Any manager leading a remote or virtual team.

Many new managers pair this course with Management Skills for new Managers.

This course is a useful extension for the Diploma of Management qualification.



### Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

### Assessment

There is no assessment for this course.

### Dates and Locations

**Locations:** Sydney, Melbourne and Brisbane  
For dates please see the fmi Public Course Calendars at [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

**Time:** 9am to 4.45pm

Locations are in the CBD. You will be advised of the exact location by email one week prior to commencement.

### Fees

For fees please see fmi Public Course Calendar at [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

### Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course for 3 or more participants

### Contact frontline management institute

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