

## AT A GLANCE

**Duration:** Four 1-hour virtual sessions (4 hours total), plus self-directed intersession learning activities

**Dates:** Thursday March 9, 16, 23, 30

**Time:** 1:00-2:00 PM EST

**Virtual platform:** WebEx® Meeting Center

**Retail Price:** \$499.00 USD

If you have any difficulty registering for the session please email us at [info@virtualteambuilders.com](mailto:info@virtualteambuilders.com)

## Program Description

Does your virtual team suffer from disengagement, ineffective collaboration and lack of trust? Does it lack the time or resources to commit to a full day training session on how to work effectively as a virtual team? If you answered “yes” to any of these questions, then our four-1-hour interactive webinars are for you! These sessions will provide your virtual team members with instantly applicable and easily implemented strategies they can learn right from their desk. Each session targets a specific challenge that virtual teams commonly face, resulting in improved engagement, communication, collaboration and success. A high performing virtual team means a high performing company.

## **Session one: Myths vs. Facts: The Virtual Reality**

Did you know that 70% of virtual teams fail to achieve their goals? According to a study performed by MIT, a distance as low as 50 meters can cause dramatic reductions in the frequency of communication between team members, reducing efficiency and hindering innovative thought and damaging engagement. This can make team members feel disconnected and sometimes even overlooked.

### **In this session we will explore and debunk the following myths:**

- Virtual meetings can be equally as engaging as face-to-face meetings
- Technology in virtual teams is the key to making a virtual team successful
- Trust takes longer to build in a virtual environment

## **Session two: Recognizing People's Styles With Only Virtual Cues**

Virtual teams must learn to work together as if they were in the same room. The balance of any great team is dependent on the interaction of different personality types. This session uses the DiSC Behavioral Profile to help us understand how to build stronger virtual teams and have more successful team members.

### **At the end of the session the participants will be able to:**

- Determine your DiSC style
- Discuss how to recognize people's styles with only virtual cues
- Develop strategies for adapting your behavior to others on your team

### **Session three: Brainstorming the Virtual Way**

Brainstorming can be a very effective way of coming up with solutions to problems and organizing the thoughts generated. Brainstorming also inspires creative thinking. However, virtual brainstorming offers some different challenges and opportunities that you need to prepare for, including how comfortable are participants in collaborating virtually; are they currently comfortable conducting virtual meetings and what brainstorming techniques will work virtually. In this session you will learn how to conduct an effective virtual brainstorming session where all the attendees are fully engaged.

#### **At the end of the session participants will be able to:**

- Describe and experience how to build a virtual environment where innovative ideas flow without judgment
- Describe how to use web conferencing tools to facilitate a virtual brainstorming session
- Experience how to use paired chat, white board and polling to brainstorm virtually

### **Session four: Get Effective Faster with Virtual Team Guidelines**

In a virtual team setting it is critical to have guidelines for how your team is going to work together. These guidelines are called a “Team Operating Agreement”. A Team Operating Agreement defines the set of behavioral norms that the team commits and agrees to abide by. It guides the team’s actions and interactions. In this session we will devote time to discussing the seven-step process to creating a Team Operating and we will begin to develop the guidelines by which your team will operate.

**At the end of the session the participants will be able to:**

- Describe how a Team Operating Agreement can help build a cohesive virtual team
- List an seven step process to creating a Team Operating Agreement
- Develop the guidelines by which your team will operate

**PRESENTED BY:**

**Claire Sookman-** Distinguished as Canada's pioneer in Virtual Team Effectiveness. Virtual Team Builders specializes in helping virtual teams work more productively together. She has been quoted in CIO Magazine and is a published author on virtual teams with six books to her credit.

**Leigh Abbott-** Leigh has provided training, implementation and producing services to a variety of businesses worldwide seeking to leverage highly skilled talent in both virtual and face-to-face settings.

**Christine Carter Brown-** Christine has over 15 years experience helping Directors in high-profile, fast moving business environment to achieve their goals. Christine is a certified Synchronous Trainer who teaches, facilitates and consults with various educational organizations, including the University of Toronto and Ryerson University.

**AUDIENCE**

These sessions are targeted towards virtual team leaders and managers who work and lead remote teams.

Register now to reserve your seat!

Corporate deliveries are available - send inquiries to  
[sales@virtualteambuilders.com](mailto:sales@virtualteambuilders.com)

