

Secrets to Managing Virtual Projects and Remote Teams - 2 Day

PDU's - 14

PMI's Talent Triangle Breakdown

Ways of Working - 3.00
Power Skills - 8.00
Business Acumen - 3.00

PMI's Certification Breakdown

PMP - 14.0
PMI-ACP - 14.0
PMI-SP - 11.0
PMI-RMP - 11.0
PfMP - 11.0
PMI-PBA - 1.0



face-to-face



virtual
instructor-led

Course Description: Virtual projects and remote teams are commonplace in the modern workplace. Managing virtual projects and teams requires new techniques and approaches different from traditional onsite projects. This 2-day course examines ways to set and monitor team performance while building trust and responsibility within the team. It includes ways to build more transparent communication in a virtual setting while verifying that the stakeholders understand all messages.

Method of teaching: Students will use discussion, cases, and group activities to facilitate the course.

Course Objectives:

Objective 1: Introduction to Managing Virtual/Remote Projects Teams

- Define the range of virtual teams
- Compare the types of virtual teams
- Describe the benefits of virtual projects and teams
- Create a remote policy
- Identify common problems and challenges
- Analyze a technology assessment
- Discover how to shift when managing a virtual project and team

- Explain barriers to decision-making in virtual teams
- Examine how to monitor performance

Objective 3: Building a High-Performing Virtual/Remote Team

- Examine strategies for building trust
- Identify the type of training for the team
- Develop team members' decision-making strategies
- Recognize strategies for building trust and encouraging engagement from all parties
- Create specific all-staff meetings

Objective 2: Advantages and Disadvantages of Virtual/Remote Teams

- Discuss the advantages and disadvantages of virtual and remote teams
- List the goals of virtual teams
- Evaluate the effectiveness of teams
- Discover the identity of the virtual team
- Create a team charter
- Develop decision-making strategies

Objective 4: Building a High-Performing Virtual/Remote Project Manager

- Identify the type of training for the project manager
- Develop processes to verify the performance and decisions of others

(Continued on next page)

- Examine how to monitor the frequency and tools for measuring the performance of the project remotely
- Show strategies for engaging each person from a foundation of strengths
- Create individual check-up meetings with each employee

Objective 5: Design Strategies for Measuring the Virtual/Remote Project Progress

- Create checklists
- Review e-leadership roles and strategies
- Develop a manager's activity list
- Identify clear deadlines for each person

Objective 6: Exchange Virtual/Remote and Team Communication

- List the 5 Cs of communication
- Define synchronous and asynchronous communication
- Explain communication etiquette

Objective 7: Establish an Escalation Policy for Virtual/Remote Projects

- Identify the type of training for the project manager
- Create a process for team problems

Objective 8: Drivers of Virtual Projects and Teams

- Define drivers of the remote and virtual culture
- Discuss cheaper and highly efficient technology
- Recognize the flexibility demands of Millennials and Gen Z
- Develop how to shift from face-to-face to remote

Objective 9: Leadership Methods for Virtual Projects

- Define transactional analysis and transformational leadership
- Explain when to use transactional analysis and transformational leadership

Objective 10: Performance and Identity in Virtual Teams

- List the 5 dysfunctions of a team
- Examine the cause of poor performance in virtual teams
- Contrast feedback methods for poor performance in virtual teams
- Create emails that impact and motivate others

Objective 11: Individual and Virtual Team Metrics

- Assess the performance in virtual teams
- Examine individual metrics
- Create individual virtual check-ups
- Discuss types of motivation in virtual teams
- Create a continuous improvement in the culture
- List tips for better results

Objective 12: Virtual/Remote Project Handoff and Closure

- Demonstrate how to close out the project with remote teams
- Discover how to conduct lessons learned and retrospectives
- Evaluate the performance of the project and team members