

Virtual Teams

1 day

Description

This ILT Series course teaches students the fundamentals of working in virtual teams. Students will learn about the advantages and disadvantages of an alternative office, the technologies used to communicate and make decisions, and the obstacles virtual teams must overcome for success. Course activities also cover how to communicate effectively in a virtual team setting, overcome barriers to communication, use technology to facilitate communication, and conduct virtual team meetings. Students will also learn about influencing a virtual meeting's effectiveness and decision-making methods.

Prerequisites

- *None*

Course Outline

Unit 1: Fundamentals of virtual teams

Topic A: Defining virtual teams

Topic B: Serving in virtual teams

Topic C: Conducting an orientation session

Unit 2: Effectiveness, social dynamics, and decision-making

Topic A: Effectiveness

Topic B: Social dynamics

Topic C: Decision-making

Unit 3: Obstacles and success factors

Topic A: Obstacles

Topic B: Success factors

Unit 4: Communication

Topic A: Effective communication

Topic B: Enhancing communication

Topic C: Communication barriers

Topic D: Technologies used for communication

Unit 5: Alternative office arrangements

Topic A: Working in alternative offices

Topic B: Telecommuting