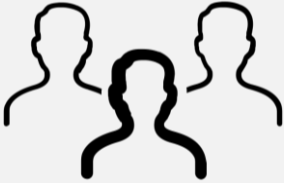


Virtual Leadership



Online Courses

module 1
3 hours



**WORKING
TOGETHER
VIRTUALLY**

module 2
3 hours




**VIRTUAL
COLLABORATIVE
MEETING**

module 3
3 hours



**DELIVERING
CONTINUOUS
FEEDBACK**

module 4
6 hours



**OVERCOMING
TEAM
OBSTACLES**

The Virtual Leadership is a modular development program, facilitated remotely, each module separately or as one learning journey.





Virtual
Leadership

Attendees

10 - 12

Duration

3 hours

WORKING TOGETHER VIRTUALLY



WHO SHOULD ATTEND:

- Supervisory level and above
- People overlooking remote teams
- People who have frequent virtual interactions

LEARNING OUTCOME:

Participants will learn how to form a virtual team, align them towards common objectives, drive productivity and establish open and transparent communication channels for an enhanced performance

TRAINING OUTLINE:

- Increasing trend of virtual teams
- 3 essentials of virtual management
- Capitalizing on people and relationships
- Leveraging on environment and tools
- Setting clear expectations and outcomes
- Driving team productivity
- Monitoring and rewarding progress



VIRTUAL COLLABORATIVE MEETING



WHO SHOULD ATTEND:

- Supervisory level and above
- People overlooking remote teams
- People who have frequent virtual meetings

LEARNING OUTCOME:

Participants will learn how to differentiate and prioritize between meetings, understand when to hold them and acquire the techniques essential for preparing, facilitating and following up with individuals and teams.

TRAINING OUTLINE:

- Characteristics of effective meetings
- Frequency, importance and impact of individual meetings
- Cycle of team meetings
- Facilitation techniques for virtual meetings
- Cycle of effective briefings
- Principles and ethical behaviors of virtual meetings

Attendees

10 - 12

Duration

3 hours



DELIVERING CONTINUOUS FEEDBACK



Attendees

10 - 12

Duration

3 hours

WHO SHOULD ATTEND:

- Supervisory level and above
- Project leads
- People overlooking others for an imminent mission

LEARNING OUTCOME:

Participants will learn how to formulate, influence and support the performance of others through pertinent and continuous feedback, impacting the overall productivity and organizational development.

TRAINING OUTLINE:

- Feedback fundamentals
- Feedback interpersonal skills
- Positive and constructive feedback
- Link between mindset and feedback
- Structure of feedback
- Feedback techniques - giving, receiving and soliciting
- Receivers' defensive reactions



Attendees

10 - 12

Duration

6 hours

OVERCOMING TEAM OBSTACLES



WHO SHOULD ATTEND:

- Supervisory level and above
- People who have frequent internal and external difficult interactions
- People overlooking others for an imminent mission

LEARNING OUTCOME:

Participants will learn how to identify obstacles, handle conflicts and solve everyday problems, conduct challenging conversations and resort to corrective discipline, if necessary.

TRAINING OUTLINE:

- Obstacles identification model
- Changing assumptions about conflicts and problems
- Conflict style preference
- Steps to conflicts resolution
- Managing emotions during challenging conversations
- Problem solving styles
- Steps to solving everyday problems
- Dealing with corrective discipline

