

Leading Virtual Teams Effectively

MEDIUM : Cantonese
FEE : HK\$3,480

COURSE CODE : LVT
EARLY BIRD : HK\$3,180

DURATION : 1 Day

18 Jan, 2018 (Thu)

In today's global market place, there is an increasing trend for leaders and managers to manage a team or individuals who are working remotely in different place and at different times. The development of information technology has driven the development of virtual teams in an effective way. However, reduced social interaction, working in different time zone, limited informal communication and cultural difference make the task of building an effective virtual team extremely challenging.

This program is designed specifically to help team leaders or virtual teams to understand the dynamics of their team and sharpen their leadership capability to manage their teams effectively in a virtual environment.

After attending this program, participants will be able to :

1. Deepen the understanding of the current trends of virtual team management in organizations
2. Identify the challenges encountered of a virtual leader
3. Develop a system of communication which builds relationships, increases transparency and encourages constructive feedback
4. Establish leadership behaviors which promote shared values in the team
5. Build trust to establish connections with virtual team members

Methodology *Lecture, discussion and reflection, role plays, video sharing, self-assessment and case study*

Target Audience Supervisors, Team Leaders and Managers who need to manage virtual teams

Course Outline

1. Importance of virtual team and current trends

- Global customers, resources optimization, leverage the talents anywhere, diversity, cost effectiveness

2. Challenges in virtual leadership

- Language barriers, relationship building, monitoring work progress and productivity, workforce engagement

3. Virtual team development

- Five(5) key stages of virtual team development (Forming, Storming, Norming, Performing and Adjourning)

4. Leading virtual team effectively

- Enhancing technology capabilities and communication effectiveness
- Stick to the protocol
- Demonstrate virtual leader presence behaviors
- Build trust to establish connection
- Result focused

5. Cultural Difference and Teamwork

- Impact of cultural difference , how to build trust, collaboration and teamwork in our virtual team

6. Creating a Motivational and Engaging Climate

- Praising, giving positive feedback and motivate virtual team

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction	
January 2018									
3	Jan-16	Effective Communication Strategies	NEW COMMST	1	HK\$3,480	HK\$3,180	Dec 22, 2017	Dec 27, 2017	C
	Jan-18	Leading Virtual Teams Effectively	NEW LVT	1	HK\$3,480	HK\$3,180	Dec 22, 2017	Dec 27, 2017	C
	Jan-19	Business Etiquette Workshop	BEW	1	HK\$3,480	HK\$3,180	Dec 22, 2017	Dec 27, 2017	C
4	Jan-22	Effective Business and Email Writing	EBEW	1	HK\$3,480	HK\$3,180	Dec 29, 2017	Jan 2, 2018	C/E
	Jan-23	Persuasive Presentation Skills Workshop	PPSW	1	HK\$3,480	HK\$3,180	Dec 29, 2017	Jan 2, 2018	C/E
5	Jan-29	Face-to-Face Selling Skills	FFSS	1	HK\$3,480	HK\$3,180	Jan 5, 2018	Jan 10, 2018	C
	Jan-30	Key Account Management	KAM	1	HK\$3,480	HK\$3,180	Jan 5, 2018	Jan 10, 2018	C
February 2018									
1	Feb-02	Finance for Non-Finance Executives	NEW FNFM	1	HK\$3,480	HK\$3,180	Jan 5, 2018	Jan 10, 2018	C
2	Feb-05	Innovation in Leadership	INL	1	HK\$3,480	HK\$3,180	Jan 12, 2018	Jan 17, 2018	E
	Feb-05	Mastering Strategy and Turning Strategy into Results	STM	1	HK\$3,480	HK\$3,180	Jan 12, 2018	Jan 17, 2018	E
	Feb-06	The Key to Engaging your Workforce	NEW EYWF	1	HK\$3,480	HK\$3,180	Jan 12, 2018	Jan 17, 2018	C
	Feb-08	Managing Conflict and Disagreement	MCD	1	HK\$3,480	HK\$3,180	Jan 12, 2018	Jan 17, 2018	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



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Call Miss Mak at:
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