



## How to Manage the Virtual Workplace

Virtual workers and teams are an essential part of today's workforce. More than ever, people are using technology to work anywhere, anytime. Although there are benefits to today's virtual workplace, there can be big challenges, as well. This one-day course will help managers and supervisors how to prepare employees for the virtual workplace, create telework programs, build virtual teams, leverage technology, and overcome cultural barriers.

### Workshop Objectives:

- Establish a virtual workplace strategy.
- Develop, implement, and maintain telecommuting programs.
- Develop virtual teams.
- Plan and lead virtual meetings.
- Utilize technology to support your virtual workplace.
- Overcome cultural barriers when leading virtual teams.
- Develop your virtual leadership skills.

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TRAIN YOU!**