



*Training Course:  
The Virtual Leader: Developing & Leading  
Teams*

*1 - 5 July 2024  
London (UK)  
Landmark Office Space - Oxford Street*

## Training Course: The Virtual Leader: Developing & Leading Teams

Training Course code: LS1080 From: 1 - 5 July 2024 Venue: London (UK) - Landmark Office Space - Oxford Street  
Training Course Fees: 5250 € Euro

### Introduction

Managers today often find themselves balancing the need for getting the job done quickly, perhaps with fewer people, with the need for building working relationships that span barriers of time, distance, and culture, to name just a few. For many managers, this is unfamiliar territory that requires a new way of thinking about how to lead people. If this situation sounds familiar, this workshop is for you.

The workshop builds skills in two areas vital to the success of a virtual team: distance management and team leadership. By combining theory with experiential exercises, participants develop the skills required to meet the demands of the constantly changing global work environment.

### Course Objectives of Virtual Leader

By the end of the course, the delegates will learn:

- How to manage performance virtually
- How to choose teams virtually
- How leaders can develop their virtual presence
- How to analyze personal growth virtually
- How to work with virtual teams
- How to use the tools of virtual management
- How to develop trust virtually
- How to work with different cultures in the virtual space

### Course Process of Virtual Leader

This program utilizes experiential learning techniques with case studies, presentations, video segments and team-building exercises to strengthen the learning environment.

### Course Benefits of Virtual Leader

- Concrete strategies for overcoming obstacles to virtual management
- New skills and tools required to lead across boundaries
- The ability to match technology to communication needs
- Increased commitment through awareness of potential cross-cultures
- Positive relationships as a result of setting compatible expectations.
- The distinction between traditional and virtual leadership skills, competencies, and attitudes needed to motivate workers across boundaries
- Strategies to overcome or lessen the challenges of managing virtually
- Factors critical to the success of a virtual environment
- How to match leadership style to the stages of the virtual team
- How to integrate multi-cultural considerations into thinking and decision making
- How to build and rebuild trust under adverse conditions

## Course Results of Virtual Leader

- Create a team environment despite challenges from geography, time zones, and culture.
- Build trust with people from a distance
- Assess team performance from a distance
- Review the benefits and challenges of working in various distant locations and with other organizations to deliver services and projects.
- Understand the different cultures and how to use these to adjust your leadership style
- Understand your own leadership style and consider how this understanding might be used to improve relationships you have with others on a local and global basis
- Understand how effectively you lead currently and your situational leadership style
- Practice flexing your style of leading and communicating to appeal to varying audiences with differing expectations and preferences

## Course Outlines of The Virtual Leader

### Day One

#### The Virtual Leader

- The Changing Global Industries
- Global Cultures and how they differ
- The Impact of Technology on Virtual Management
- The fundamentals of Virtual VS Direct Leadership
- The Competencies of Virtual Leadership

### Day Two

#### The Administration Competencies of Virtual Leadership

- The Two components of Organizing Leadership
- Using virtual organization tools for calendar, time and media management
- Creating a well-developed sense of both self-awareness and awareness of others
- Effective delegating techniques of Virtual Leadership
- The power of empathy in motivating virtual teams

### Day Three

#### Communication and Diligence of Virtual Leadership

- Setting Clear Goals and Internal Communication Vertically and Horizontally
- Developing Virtual listening skills
- Using multiple forms of media for distance communications
- Keeping your hands on the wheel of control
- Continuous learning and knowledge transfer
- Empowerment VS Delegation

### Day Four

#### Team Building Virtual Leadership

- Setting the roles and rules for the Team
- Understanding team dynamics
- Team Styles
- Matching your Leadership Style to the team in multi-cultures
- Team building for Succession Planning
- Motivating across boundaries
- Leading multi-generational and multi-geographical dispersed resources
- Building a synergistic culture from multi-cultures
- The power of cultural dynamics in productivity

## Day Five

### Trust and Virtual Leadership

- The Speed of Trust in an organization
- Building and Keeping Trust across boundaries
- The role of ethics and integrity play in building trust
- Humility as a characteristic of a highly effective virtual leader
- Case Studies on building trust.
- Course Review

## Registration form on the Training Course: The Virtual Leader: Developing & Leading Teams

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- Oxford Street Training Course Fees: 5250 £ Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

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info@gh4t.com  
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