

WORKING TOGETHER IN VIRTUAL TEAMS

Not only in an international context, more and more companies are relying on virtual teams in addition to physical collaboration. Virtual teams should also follow processes, but usually work in a more self-organised way than face-to-face teams. This only works well when it is clear what output is expected from the respective employees and what goals the team and each individual is working towards.



FACTS



LANGUAGE

German
English



COURSE TYPE

Presence Training
Online Training



REQUIREMENTS

None



AVAILABLE

Inhouse



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FACTSHEET ONLINE



TRAINING DESCRIPTION

In this training you will learn about the challenges of virtual collaboration. We look on the one hand, at technical aspects of virtual collaboration, which platform or tools can be used for which purposes.

On the other hand, the participants work on different tasks in different group settings and learn how to visualise the collaboration process and document decisions in virtual space.

CONTENTS AT A GLANCE

FUNDAMENTALS

- Basics of media-supported communication
- Get to know software for conducting virtual meetings
- use collaboration tools that provide synchronous, virtual collaboration

THE COOPERATION PROCESS

- Train working together in different virtual settings
- Define and apply rules for virtual collaboration
- Visualisation of cooperation in virtual teams

TOOLS OF COOPERATION

- Relevant for virtual cooperation
- Get to know and learn to use management tools
- Clarifying objectives clearly with the Coverdale Aimsgrid

