

A black and white photograph of a woman with curly hair and glasses, wearing a headset with a microphone. She is smiling and waving her right hand. The image is partially obscured by a large white triangle on the left side.

The Successful Virtual Team Member

The Successful Virtual Team Member

Learn how to become a proactive and valued virtual team by communicating effectively online.

Highlights

- Rate yourself against the characteristics of the effective virtual team member today.
- Increase the overall visibility of your work & contributions.
- Practice online communication with role plays & exercises.

Key Competences

- Remote working relationships
- Influencing others virtually
- Developing a flexible mind-set
- Building trust, credibility and professionalism
- Using your voice & image

The Right Programme for You

You are a business professional, and you have frequent virtual meetings and calls with colleagues. You need to learn how to become a valued virtual team member and communicate effectively.

Managers

Business Professionals



Learn, Practice and Use

- **Identify** the differences, challenges and benefits associated with working remotely
- **Rate** yourself on the characteristics of an effective virtual team member
- **Determine** behaviours that foster trust, credibility and professionalism in a virtual world
- **Use** your voice to engage and influence others—virtually
- **Select** the communication modes that match your message
- **Build** relationships with your team members and leaders in a virtual environment
- **Address** cultural differences that can create friction or frustration
- **Recognize** the differences between face-to-face and online meetings & objectives
- **Ask** for feedback and promote collaboration online
- **Share** your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information

Live Online



3 X 3-hour sessions
€1,995

Available In-Company

The programme is available as an In-Company solution for your teams. More information at mce.eu/inco

Programme Modules

1

The Virtual Team Member: Challenges and Opportunities

- Identify the characteristics of effective teams and effective virtual team members
- Make valued contributions to your team's objectives
- Recognize that value is demonstrated differently in virtual vs. onsite work environments

2

Establishing Your Presence in the Virtual Setting

- Identify behaviours that foster trust, credibility and professionalism
- Use your voice effectively to convey confidence and impact
- Increase the visibility of your work and virtual team contributions

3

Communication

- Creating a strong message to influence others
- Learn how channels of communication differ in the virtual setting
- Make sure you are perceived as an effective and reliable virtual team member

4

Establishing Relationships

- Establish a professional relationship with your virtual peers
- Forge a strong relationship with your manager/supervisor
- Ask for feedback and promote collaboration
- Make virtual team meetings more engaging and productive

5

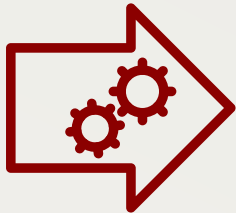
Cross-Cultural Communication—Best Practices

- Recognize your organization's culture and its accepted behaviors
- Understand and navigate cultural differences and language barriers



Learn

the key business skills and knowledge you need for your management role today and tomorrow



Practice

the skills you learn and get feedback, recommendations and coaching



Use

what you learn and practise as soon as you get back to your office

For more information please contact:



+32 2 543 21 20

@ info@mce.eu

Visit mce.eu

