

Managing the Virtual Workplace

Virtual workers and virtual teams are an essential part of today's workforce. More than ever, people are using technology to work anywhere, anytime.

There are big benefits to today's virtual workplace, but there can be big challenges, too. This course will teach managers and supervisors how to prepare employees for the virtual workplace, create telework programs, build virtual teams, leverage technology, and overcome cultural barriers.

What Will Students Learn?

- ✓ Create a virtual workplace strategy
- ✓ Develop, implement, and maintain telecommuting programs
- ✓ Build a virtual team and lead them to success
- ✓ Plan and lead virtual meetings
- ✓ Use technology to support your virtual workplace
- ✓ Overcome cultural barriers when leading virtual teams
- ✓ Develop your virtual leadership skills

What Topics are Covered?

- ✓ Defining the virtual workplace
- ✓ Creating virtual workplace programs
- ✓ Technology tips and tricks
- ✓ Building virtual teams
- ✓ Leading virtual team meetings
- ✓ Working with cross-cultural teams
- ✓ Virtual leadership strategies

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ certificate of completion

Pre-Registration Information

Yes! I would like to attend **Managing the Virtual Workplace!** Sign me up for the following session:

- 310 Oak Avenue, NBS Building 3rd floor Randburg.
- Accreditation : SETA : 12255
Bankseta : Bank-Corne180502
- All Training are from 9:00 a.m. until 3:30 p.m.
- Cost: Per person. Kindly contact the call centre
- Timeframe : 1-2 days



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Banking Details

Account Name : Cornerstone Supreme
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