

# Working on Virtual Teams

**Course Number:** 4370

**Length:** 1 Day

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## Course Description

Learn to navigate the complexities of working on a virtual team through examining features of effective teams. Discover effective strategies for maintaining clear communication, strong collaboration, and high productivity across distances. Apply practical tools and techniques to stay mission-focused and achieve shared goals in a virtual environment.

## Intended Audience

This course is designed for individual contributors, in both the public and private sectors, who participate in virtual teams.

## Client-Provided Facility Requirements

- 1 computer per student with Internet and Microsoft Office 2010
- Internet required for instructor computer

## Course Learning Objectives

- Examine tools, processes, and techniques that enable individual and virtual team success
- Combine collaboration tools, processes, and techniques into a plan that ensures virtual team success

## Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

## Course Schedule

DAY ONE	
MORNING	Module 1: Preparing for Success on a Virtual Team
LUNCH	

# Working on Virtual Teams

AFTERNOON

Module 2: Collaborating Effectively on a Virtual Team

## Learning Methods

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Individual, small-group, and large-group exercises; lecture, discussion, action planning

## Credits

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### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personal Development
- Level: Basic
- CPEs: 8

### Professional Development Units (PDUs)

- Credits: 7

### Continuous Learning Points (CLPs)

- Credits: 8

## Management Concepts Certificate Program Relationship

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This is a core course in the following program(s):

- [Contracting Team Lead](#)

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

## Pework

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There is no prework required for this course.

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

# Working on Virtual Teams

## Follow-On Resources

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This is a companion course to Managing Virtual Teams. Working on Virtual Teams is designed for team members (non-team managers), while Managing Virtual Teams is designed for people who lead virtual teams.

# Working on Virtual Teams

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/4370>



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