

# Course Description

## Best Practices for Virtual Team Members AMS286

*7 Professional Development Units  
7 Education Hours*

### Overview

Being a member of a virtual team is not an easy task. You are a productive and trustworthy contributor, but it is important to remember that your team members and managers need constant reassurance from you that quality work is being done, and deadlines will be met. It is also critical to your success to have a strategy for ensuring that your outputs meet expectations, and you are communicating effectively with your team.



Good organization and communication has always been the foundations of a successful career, and that does not change when you work remotely. The course provides guidelines for developing, and executing strategies for working successfully in a virtual environment, and balance work/life responsibilities.

### Learning Objectives

- Developing a work plan
- Creating a prolific work space
- Leveraging technology
- Get to know your team members
- Developing and executing a communication plan
- Requirements for effective and productive online meetings, being prepared
- Building trust
- Keeping skills updated
- Managing stress

### Format

This course is highly interactive and adaptive to class interests and needs. A lecture/discussion approach is used and is accompanied by individual and team exercises with team reports.

### Duration

1 day

### Who Should Attend

Anyone working in a team virtually or in another setting will benefit from taking this course.