

Virtual Teams

Topic-Level Outline

Days: 1

Prerequisites: None

Unit 1: Fundamentals of virtual teams

Topic A: Defining virtual teams

Topic B: Serving in virtual teams

Topic C: Conducting an orientation session

Unit 2: Effectiveness, social dynamics, and decision-making

Topic A: Effectiveness

Topic B: Social dynamics

Topic C: Decision-making

Unit 3: Obstacles and success factors

Topic A: Obstacles

Topic B: Success factors

Unit 4: Communication

Topic A: Effective communication

Topic B: Enhancing communication

Topic C: Communication barriers

Topic D: Technologies used for communication

Unit 5: Alternative office arrangements

Topic A: Working in alternative offices

Topic B: Telecommuting