



## Effective virtual working

The last ten years have seen a rapid rise in the adoption of virtual working among organisations of all types and sizes. In addition to increased productivity and reduced business costs, organisations are also benefiting from a more motivated workforce seeking a better work/life balance.

These opportunities, however, are often outweighed by the challenges that virtual working produces. Frequently, this is because organisations have ignored a fundamental management principle - that remote workers must be fully integrated, appropriately managed and suitably motivated. Furthermore, within the particular context of international remote and virtual teams, differences in communication styles and working practices can often become amplified.

'Effective Virtual Working' is designed to help you to understand the benefits and challenges of virtual working. Aimed at the HR community, "teleworkers", remote project team members and geographically dispersed employees, it will focus on the challenges that virtual working produces and provide solutions and suggestions on how best to overcome them.

### Locations, Dates & Fees

London

4 May & 4 November

Individual Fee: £550 per delegate

Group Booking: £495 per delegate

All sessions are from 10am - 5pm with one hour for lunch

Lunch & refreshments included

Please note that local taxes may apply

### Benefits

This programme will provide you with the tools to:

- Develop practical strategies to counter the challenges of remote communication
- Select the appropriate medium and communication style for each particular context
- Communicate more effectively with colleagues based remotely
- Understand the cultural drivers that create different communication styles

### Who should attend?

This programme is aimed at professionals who:

- Have a global function within their organisation
- Regularly work as part of virtual project teams
- Liaise with clients and colleagues based in overseas locations
- Rely on email, telephone and video conferencing to communicate with international counterparts

### Programme content

- Key definitions and concepts of virtual working
- Cross-cultural values and attitudes affecting virtual and remote working
- Styles and perceptions: how we are perceived and how other cultures operate, strengths, weaknesses and opportunities
- Varieties of remote communication
- Practical challenges of virtual and remote working
- Forming, managing and measuring virtual relationships
- Matching task to technology
- Keystone principles for effective remote and virtual working
- Recommendations and best practice for gaining competitive advantage from effective virtual working