



Virtual Teams

How You Will Benefit

After completing this course, students will know how to:

- Identify the purpose and types of virtual teams, the benefits of virtual teams, types of work and meetings carried out by virtual teams, and the schedule and agenda of a session.
- Identifying the factors influencing effectiveness and the indications revealing ineffectiveness, the social dynamics stages and factors, and the steps, methods, and challenges in the decision-making process.
- Identify the obstacles in the progress of a virtual team and the factors that influence the success of a virtual team.
- Identify the importance of effective communication, the purpose of a communication design process, the technological and cultural barriers in communication, and the technological innovations in communication and the guidelines for using these technologies.
- Identify the types of alternative office arrangements, the benefits of telecommuting, and the skills and challenges of telecommuters.

Course Content

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