



Management  
Centre Europe®



# The Successful Virtual Team Member (Live Online)

# What are Live Online Programmes?

MCE in partnership with our parent company AMA is offering **Live Online Training** in the EMEA region. You can access these scheduled live stream training programmes from anywhere. They cover the key business topics of our top Open Training Programmes.

## What are Live Online Training Programmes?

- 3, 4, 6, 12 scheduled sessions of 3 hours
- delivered to small groups in a virtual classroom with an online video meetings tool
- interactive with breakout rooms and discussions
- facilitator led with live interaction

## Key Benefits

- Variety of activities that create a live and dynamic learning experience
- Real-world advice from practitioners in the field
- Online, virtual, convenient, high-quality and consistent learning
- Cost-effective and no travel necessary
- Live, personal feedback from your facilitator and peers



**Avoid hotel and travel costs and minimize the time away from work.**

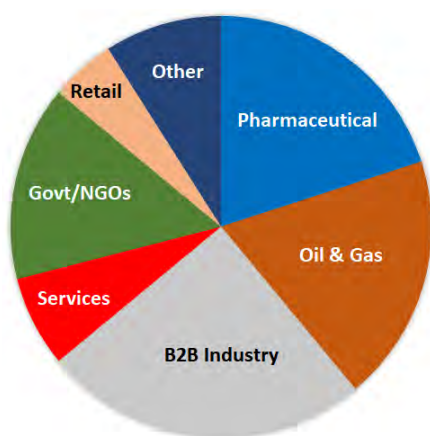


# Is this course for you?

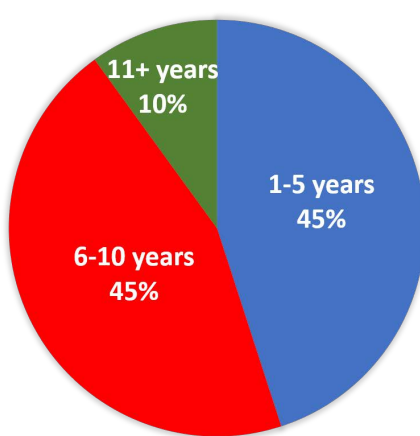
**It's a paradox: As a member of a virtual team, you're often more visible than you might be in person.** Why? Because effective communications, trust and a strong virtual presence need to be quickly established when working with other team members. **If this is done, you'll stand out as a valued contributor. If not, you risk standing out as a non-contributor.** Take this course to learn how to establish your presence and communicate effectively in a virtual realm, build strong virtual team relationships, and collaborate with success. In addition, you'll gain tools and techniques to influence others, address differences before they become conflicts, foster trust and credibility, and much more.

## Profile of Typical Participants

Sector



Professional Experience



## Key Competencies

- Communication
- Self-Confidence
- Collaboration
- Virtual Presence
- Engage
- Influence

*Apply specialized skills  
to be a value-added  
contributor  
in virtual teams*





# How will you benefit

After participating in this programme, you will:

- Identify the Differences, Challenges and Benefits Associated with Working Remotely
- Rate Yourself on the Characteristics of an Effective Virtual Team Member
- Determine Behaviors That Foster Trust, Credibility and Professionalism
- Use Your Voice to Engage and Influence Others—Virtually
- Select the Communication Modes That Match Your Message
- Build Relationships with Your Team Members and Leader
- Address Cultural



# Learn and Practise

The Successful Virtual Team Member (Live Online) is a 3-lesson (9 hours in total) hands-on training programme, highly interactive with exercises and role plays. The programme will be led by an experienced facilitator with management experience in international companies.

## Programme outline

### LESSON 1 (3 hours)

#### The Virtual Team Member: Challenges and Opportunities

- Identify the Characteristics of Effective Teams and Effective Virtual Team Members
- Make Valued Contributions to Your Team's Objectives
- Recognize That Value Is Demonstrated Differently in Virtual vs. Onsite Work Environments

#### Establishing Your Presence in the Virtual Setting

- Identify Behaviors That Foster Trust, Credibility and Professionalism
- Use Your Voice Effectively to Convey Confidence and Impact
- Increase the Visibility of Your Work and Virtual Team Contributions

### LESSON 2 (3 hours)

#### Communication

- Creating a Strong Message to Influence Others
- Learn How Channels of Communication Differ in the Virtual Setting
- Make Sure You Are Perceived as an Effective and Reliable Virtual Team Member

### LESSON 3 (3 hours)

#### Establishing Relationships

- Establish a Professional Relationship with Your Virtual Peers
- Forge a Strong Relationship with Your Manager/Supervisor
- Ask for Feedback and Promote Collaboration
- Make Virtual Team Meetings More Engaging and Productive

#### Cross-Cultural Communication—Best Practices

- Recognize Your Organization's Culture and Its Accepted Behaviors
- Understand and Navigate Cultural Differences and Language Barriers



# Practical Details

This training programme is available Live Online:



**Live Online**

The Successful  
Virtual Team Member

For All Business People	3 Sessions €1795
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Apply specialized skills to be a  
value-added contributor in  
virtual teams



**Live Online**



**3 X 3 hours**



**€1,795**

**To register or find the latest dates:**

**[www.mce.eu](http://www.mce.eu)**

**[info@mce.eu](mailto:info@mce.eu)**

**+32 2 543 2120**

# → Key Facts About MCE



**500,000**

*Participants on MCE  
training programmes since  
1961*



**59 years**

*Providing Learning &  
Development (L&D) services in  
the EMEA region*



**1,700**

*Client companies which we have  
worked with delivering  
customized & in company  
learning solutions*



**6,200**

*In Company Training  
Solutions delivered in  
more than 94 countries*



**70+**

*Open Training  
Programmes running  
throughout the EMEA  
region - Online and  
Face-to-Face*



**10,000+**

*Managers & Leaders inspired by  
MCE's management  
development solutions each  
year*

