

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/2280](http://www.amanet.org/2280)

# Leading Virtual Teams

## Maximize the synergy and productivity of your virtual team.

When it comes to the success of a virtual team, the buck stops with the team leader. If managed effectively, virtual teams can increase productivity, help meet organizational goals and improve quality of work. But there are a host of unique challenges that can hurt their success.

Get ready to discover a proven process and framework to develop the competencies of a virtual leader, and strengthen and enhance the productivity of your virtual team. Learn to leverage the advantages of a virtual team while building trust and making authentic connections with team members. You will then apply and reinforce the learning through case studies, team discussions and other activities led by your expert course leader.

## How You Will Benefit

- Cultivate your virtual leadership presence
- Strengthen team networks for improved performance
- Create trust and engagement in a virtual environment
- Select the appropriate technology for specific types of tasks
- Take decisive action to manage conflict
- Leverage generational, cultural and geographical differences to create positive team impact
- Build a solid foundation to coach and provide feedback virtually
- Plan and facilitate a successful virtual meeting

## What You Will Cover

- Identifying challenges in leading virtually
- Increasing awareness of your personality style and its impact on virtual leadership
- Assessing the strengths and improvement areas of your team members
- Recognizing the unique differences between building virtual, remote and co-located teams
- Creating and sustaining trust in a virtual team
- Recognizing levels of engagement and increasing them
- Understanding how different technologies support virtual work
- Appreciating generational differences in the way people operate
- Assessing team member communication in the absence of visual cues
- Managing conflict among team members

- Defining fundamental cultural differences in communicating
- Explaining the components of the AMA Coaching Module
- Evaluating how you conduct all phases of leading your virtual meetings against best practices

## Who Should Attend

Experienced managers, leaders and project managers who are currently leading virtual teams and are seeking to enhance their overall performance as virtual leaders, as well as those who will be moving into a virtual leadership role in the future.

## Special Feature

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant.

## Schedule

- [2] days - \$2,345 Non Members
- [2] days - \$2,095 AMA Members
- [2] days - \$1,984 GSA

## Credits

1.2 CEU

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