

LEADING & MANAGING VIRTUAL TEAMS

“Mastering Remote Leadership to Drive Engagement, Accountability, and Collaboration in Distributed Teams”

Schedule

Date	Venue	Fees
25 - 26 Feb 2026	Online (Live Virtual)	USD 700 per delegate
04 - 05 Mar 2026	Online (Live Virtual)	USD 700 per delegate

Introduction

As organizations adopt flexible work models, the ability to lead and manage virtual teams has become a critical leadership competency. Leading remotely demands more than just digital tools—it requires intentional communication, trust-building, inclusive engagement, and performance clarity across time zones and geographies.

This two-day live online course equips leaders and managers with practical strategies to build connection, drive accountability, and maintain high performance in remote and hybrid work environments. Participants will explore best practices for virtual leadership, remote collaboration, and digital team dynamics.

Objectives

By the end of this course, participants will be able to:

- Lead virtual teams with clarity, empathy, and performance alignment
- Build and maintain trust in digital workspaces
- Facilitate collaboration and team cohesion remotely
- Overcome challenges in communication, engagement, and time zone coordination
- Apply digital tools and leadership techniques to sustain team productivity and morale

Why Attend

- Learn how to lead and motivate teams across locations and time zones
- Gain proven methods for maintaining accountability and engagement remotely
- Discover tools and techniques for effective virtual communication
- Understand how to foster team connection and belonging in virtual settings
- Navigate the common pitfalls and success factors of managing remote teams

Target Audience

This program is designed for:

- Team leaders and managers of remote or hybrid teams
- Project managers working with distributed stakeholders
- Department heads and supervisors overseeing offsite staff
- HR and L&D professionals supporting virtual workforce development
- Anyone transitioning to or already managing virtual teams

Individual Benefits

Key competencies that will be developed include:

- Remote leadership and digital collaboration skills
- Effective virtual communication, coaching, and feedback techniques
- Ability to monitor performance and accountability virtually
- Emotional intelligence and inclusion in a remote setting
- Proficiency with virtual meeting tools and engagement strategies

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Higher productivity and morale in remote and hybrid teams
- Stronger alignment and accountability across virtual work environments
- Enhanced employee experience and retention through effective virtual leadership
- Reduction in miscommunication and disengagement across distributed teams
- Better use of collaboration platforms and asynchronous tools

Instructional Methodology

The course follows a blended online learning approach combining theory with live interaction:

- Strategy Briefings - Virtual leadership models, tools, and frameworks
- Case Studies - Real examples of virtual team challenges and solutions
- Workshops - Breakout sessions for skill application and scenario resolution
- Peer Exchange - Facilitated discussions and feedback loops in live sessions
- Tools - Virtual meeting templates, communication trackers, and engagement checklists

Course Outline

DETAILED 2-DAY COURSE OUTLINE

Delivery Format: Online (Live) **Platform:** Zoom, WebEx or Microsoft Teams **Training Hours:** 7:30 AM – 3:30 PM (with scheduled virtual breaks)

Day 1: Building the Foundations of Virtual Team Leadership

- **Module 1: Fundamentals of Virtual Team Dynamics (07:30 – 09:30)** • Key differences between in-person and virtual leadership • Characteristics of high-performing virtual teams • Remote work trends and leadership implications
- **Module 2: Communication and Connection in Remote Teams (09:45 – 11:15)** • Choosing the right communication channel • Synchronous vs. asynchronous communication • Creating digital presence and emotional connection
- **Module 3: Trust and Inclusion Across Distance (11:30 – 01:00)** • Building trust without face-to-face interaction • Inclusive practices for cross-cultural and dispersed teams • Recognizing signs of disengagement or burnout
- **Module 4: Workshop – Virtual Team Engagement Plan (02:00 – 03:30)** • Design a communication rhythm and check-in structure • Peer feedback on engagement tactics

Day 2: Managing Accountability, Performance and Collaboration Remotely

- **Module 1: Setting Expectations and Managing Outcomes (07:30 – 09:30)** • Clarity in goals, roles, and deliverables • Managing by results, not activity • Remote performance monitoring tools
- **Module 2: Coaching, Feedback, and Recognition in Virtual Settings (09:45 – 11:15)** • Virtual feedback models and recognition strategies • One-on-one coaching cadence and effectiveness • Addressing conflict and misalignment online
- **Module 3: Facilitating Collaboration and Virtual Meetings (11:30 – 01:00)** • Running engaging and productive virtual meetings • Using collaborative platforms (e.g., MS Teams, Miro, Trello) • Encouraging co-creation and shared ownership
- **Module 4: Final Workshop – Remote Team Performance Blueprint (02:00 – 03:30)** • Build a 30-60-90 day virtual team performance plan • Group presentations and facilitator coaching

Certification

Participants will receive a Certificate of Completion in Leading & Managing Virtual Teams, confirming their capability to lead distributed teams effectively using practical, digital-first leadership strategies and tools.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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Interested in running this course for your team?

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