

MANAGING THE VIRTUAL WORKPLACE

“Lead, engage, and drive performance in remote and hybrid teams with confidence”

Schedule

Date	Venue	Fees (Online)
30 Jul 2026	Online	USD 450 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

The virtual workplace has become a permanent feature of today’s business world, requiring leaders to adopt new strategies for managing remote teams. This 1-day online course equips managers and team leaders with the skills needed to navigate the challenges and opportunities of virtual work environments.

Participants will explore best practices for communication, collaboration, and performance management in remote settings. The course provides actionable tools to foster engagement, maintain productivity, and build trust across distance.

Objectives

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

- Understand the key challenges and opportunities of virtual work.
- Apply effective communication strategies in remote settings.
- Foster engagement, trust, and accountability in virtual teams.
- Use digital tools to enhance collaboration and productivity.
- Manage performance and deliver results across distributed teams.

Why Attend

- Learn proven methods to lead and manage remote or hybrid teams.
- Build strong virtual communication and collaboration practices.
- Overcome common pitfalls such as isolation, miscommunication, and disengagement.
- Enhance your ability to drive accountability and results in a virtual environment.
- Access practical tools and strategies to strengthen virtual team performance.

Target Audience

This program is designed for:

- Managers and supervisors leading remote or hybrid teams.
- Team leaders and project managers working across locations.
- HR professionals supporting virtual work policies and practices.
- Anyone seeking to improve effectiveness in virtual workplace management.

Individual Benefits

Key competencies that will be developed include:

- Mastery of virtual communication tools and techniques.
- Enhanced skills in building trust and engagement remotely.
- Strategies for virtual collaboration and decision-making.
- Improved performance management in remote settings.
- Increased adaptability and digital leadership capabilities

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Stronger remote team performance and accountability.
- Enhanced communication and collaboration across virtual channels.
- Greater employee engagement and satisfaction in virtual work.
- Improved delivery of business outcomes in remote settings.
- A more resilient and future-ready leadership approach.

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Overview of virtual workplace trends, challenges, and leadership principles.
- Case Studies - Examples of successful remote team management and digital collaboration.
- Workshops - Interactive exercises to apply virtual leadership techniques.
- Peer Exchange - Group discussions on virtual team challenges and solutions.
- Tools - Checklists, virtual meeting templates, and performance tracking frameworks.

Course Outline

Training Hours: 9:00 AM – 4:00 PM **Format:** 3 Learning Modules | Breaks: 11:00 & 2:00

Day 1: Managing the Virtual Workplace

- Module 1: Foundations of Virtual Leadership (09:00 – 11:00)
 - Understanding the virtual workplace landscape.
 - Core principles of leading remote and hybrid teams.
 - Identifying challenges and success factors for virtual work.
- Module 2: Communication, Engagement, and Trust (11:15 – 1:15)
 - Building clear communication channels and expectations.
 - Fostering team engagement and connection remotely.
 - Maintaining trust and accountability in distributed teams.
- Module 3: Tools, Performance, and Action Planning (2:00 – 4:00)
 - Leveraging digital tools for collaboration and productivity.
 - Managing remote performance and delivering results.
 - Creating a personal action plan for virtual workplace success.

Certification

Participants will receive a Certificate of Completion in Managing the Virtual Workplace, certifying their ability to lead and manage remote teams effectively and confidently.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training

Interested in running this course for your team?

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