



## Working in a Virtual Team

More people than ever now work in virtual teams. Some have teams spread across the globe, while others are set up for home-working. This level of flexibility and connectivity is great for organisations, but it brings its own challenges for the people and teams who have to build trust without the benefit of regular face-to-face contact. For some, it will be the very first time they're part of a virtual team and it can be difficult to adjust to their new methods of communicating, sharing and collaborating. The Working in a Virtual Team session will jumpstart your virtual teams and help them be as effective as possible in their virtual environment.

### Why virtual?

The Working in a Virtual Team session is our response to the needs of teams and organisations that:

- Have some or all team members working virtually
- Prefer virtual delivery learning due to travel restrictions, global dispersion of teams, or for sustainability reasons
- Have had to move to home-working due to the current crisis

The session is designed for virtual delivery, so that your learners can enjoy interactive exercises and group discussion while being guided through engaging learning content by an expert facilitator.

## Learning objectives

The two-hour session is supported by a pre-session e-module and a digital personal profile that your learners can use to achieve the learning objectives.

At the end of the session learners will be able to:

- Understand the importance of personal preference to help them work effectively in their virtual environment
- Know the value that each team member brings to collective efforts
- Build stronger individual and team relationships without the need for face-to-face contact
- Understand collective strengths and focus on improving development areas to achieve team goals

## Delivery

The Working in a Virtual Team session is a two-hour virtual event using a virtual conferencing tool. Learners will be guided through the content and conversations by a skilled facilitator.

“When you're not face-to-face it can be challenging to resolve breakdowns in communication. Often those breakdowns happen because you don't understand someone else's style or perspective, and an exercise like Insights Discovery can be really valuable.”

– Insights customer, Head of Marketing & Communications



## Learner commitments

- We want your learners to be fully engaged with the facilitator, fellow learners and the materials as they move through this virtual experience
- We encourage them to commit fully to their personal development by completing the self-directed learning
- A webcam is highly recommended
- Learners will need a quiet space to allow full participation and concentration
- If learners cannot get a fully private space in their office or home, they can let everyone around them know they are engaged in a learning experience
- Learners should treat this programme as if they are in a room with others for a face-to-face experience

## *Virtual session agenda*

### **You and your team**

- How do you view your team?
- The colour energies at play in your team
- Your team wheel and impact on team dynamics

### **Team communication and environment**

- How do you communicate? Create your communication charter
- What value does each team member bring?
- How to create the ideal environment

### **The Team Effectiveness model**

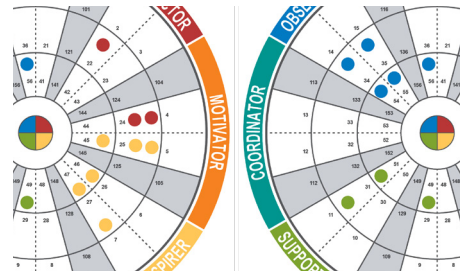
- Overview of the team model
- How effective is this team within the eight elements?
- Identify strengths and challenges across the team

### **Action plan**

- Identify areas of focus
- Commit to a team goal
- Create contract of commitment

## Virtual learner kit

Every learner will need their virtual learning kit. This kit equips them with the information and tools they need to understand their team dynamics and take action back in the workplace.



Each kit includes:

- **The Insights Discovery Personal Profile** – an in-depth, fully customised personal profile that provides the learner with information about their working approach, communication style and blind spots. Every profile comes with the Foundation Chapter, but we also recommend learners receive the Management Chapter, which gives them information about their management style, how they prefer to be managed, and their ideal working environment
- **Working in a Virtual Team pre-learning module** – a short e-learning module that learners attend before their session to understand the basic concepts they'll be exploring
- **Discovering Team Effectiveness job aid** – a job aid that supports effective team working and explores the Discovering Team Effectiveness model
- **Insights Discovery Connecting with the Eight Types job aid** – a job aid that helps learners understand more about different preferences so they can build better relationships with their colleagues
- **Insights Discovery Contract of Commitment activity sheet** – a job aid that allows learners to build a visual contract of commitment, establishing agreed ways of working with their colleagues that they can apply in everyday interactions