

# Certified Virtual Organizational Leader

## Effectively Leading Workgroups and Organizations from a Distance

### INTRODUCTION

Welcome to the **Certified Virtual Organizational Leaders** program. This course is offered in partnership through **Global Executive Institute** and **Dubai Quality Group**. This program was designed for those managers and leaders who must manage people and processes from a distance. In addition, leading a virtual or multi-cultural team in a remote work organization requires special competencies including the use of technology and communications to be effective. This program prepares teams to work together in the “New Future of Work”.

Managers today often find themselves balancing the need for getting the job done quickly, perhaps with fewer people, with the need for building working relationships that span barriers of time, distance, and culture, to name just a few. For many managers, this is unfamiliar territory that requires a new way of thinking about how to lead people. If this situation sounds familiar, this workshop is for you.

The workshop builds skills in two areas vital to the success of a virtual team: distance management and team leadership. By combining theory with experiential exercises, participants develop the skills required to meet the demands of the constantly changing global work environment.

### CORE COMPETENCIES:

- Create a team environment despite challenges from geography, time zones and culture.
- Build trust with people from a distance and assess team performance from a distance
- Establish goals and monitor the results from a distance
- Understand your own leadership style and consider how this understanding might be used to improve relationships you have with others.
- Understand how to effectively monitor distance work and learning
- Practice flexing your style of leading and communicating from a virtual position

### WHO SHOULD ATTEND:

This course includes a **5-Day live interactive workshop** with one **90-minute** session each day hosted over live video webinar using Zoom or Webex, a free video conferencing software. Workshops provide an opportunity for participants to discuss and review content from modules in a virtual environment that resembles a real remote team. Because all workshops will be delivered virtual, participants have the ability to register and attend the program from any location with Internet access. Participation in all four workshops is mandatory for this course. Missed workshops will disqualify participants from receiving a certificate of completion and void any refunds.

## BENEFIT TO PARTICIPANTS

The **Certified Virtual Organizational Leader** program is strategically designed to onboard Org Leaders with the most critical elements required to help them lead their teams remotely. Module overview and objectives for this course are listed below.

- Concrete strategies for overcoming obstacles to virtual management
- New skills and tools required to lead across boundaries
- The ability to match technology to communication needs
- Increased commitment through awareness of potential cross-cultures
- Positive relationships as a result of setting compatible expectations

## COURSE CERTIFICATE & CONTINUING EDUCATION



*“The use of this official seal confirms that this Activity has met HR Certification Institute’s® (HRCI®) criteria for recertification credit pre-approval.”*

Upon successful completion of these course requirements, participants will be presented with a **Certificate of Completion** from **GEI & DQG** to add to their professional credentials. The certificate awarded is to signify completion of business development programs intended to improve the knowledge and skills of organizational leaders.

Participants will also be supported by **GEI** instructors as they move forward with creating a remote work environment within their organizations. This course is approved by **HRCI for 9 CEU hours**. Certificate will be mailed out once all grading is completed and confirmation of payment has been received.

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### COURSE OUTLINE

#### Day 1 – The Virtual Leader

- The changing global marketplace
- The fundamentals of virtual vs direct leadership
- Establishing the working culture as a virtual team

#### Day 2 – The Administration Competencies of Virtual Leadership

- The various components of organizing leadership and new tools of virtual management
- Setting clear goals and internal communication vertically and horizontally

#### Day 3 – Communication and Diligence of Virtual Leadership

- Monitor the results of goals and objectives from a distance
- Effective empowerment and delegation techniques of virtual leadership

#### Day 4 – Team Building Virtual Leadership

- Team building from different remote positions
- Leading multi-generational and multi-geographically dispersed resources

#### Day 5 – Trust and Virtual Leadership

- Building and keeping trust across boundaries
- Establishing the working culture as a virtual team