

Leading Remote Teams Training Package

Master the skills that help lead your team to success, even when communicating remotely.

Dispersed workforces, team members working from home, online conferences: these are some of the challenges facing many of today's leaders. The most successful leaders are just as effective communicating virtually or face-to-face. Develop your skills as an effective leader of remote teams and deliver your message with impact with this unique combination of webinars, workshops, and seminars.

Dale Carnegie's Leading Remote Teams Training Package provides one-year access to seven specially selected Live Online programs from our Leadership Development and Presentation Skills curriculums. Each is highly engaging, led by Certified Dale Carnegie Facilitators, and designed to sustain and deepen skills over time. Participants enjoy real-time collaboration with peers just like in the classroom, without leaving home or the office.

- ◆ Powerful Conversations to Engage Your Workforce
- ◆ How to Present Online
- ◆ Leading Virtual Teams
- ◆ Communicate Effectively
- ◆ Working Remotely
- ◆ Virtual Meetings that Engage
- ◆ Meetings That Work

◆ 1-hour Webinar ◆ 2-hour Workshop ◆ 3-hour Workshop ◆ 6-hour Seminar (two 3-hour sessions)

Take advantage of 17 hours of training in an interactive, online setting for one year through our flexible Live Online schedule.

Price: (a 30% savings when purchased as a package)

Member: \$999

Non-Member: \$1499



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What You'll Learn:

Powerful Conversations to Engage Your Workforce

How well do you really know your coworkers? Even though you may see and talk to team members on a regular basis, some may still feel like strangers to you. The best way to create the foundation for teamwork and professional relationships is by getting to know others as individuals, looking beyond their role in the organization. In this one-hour webinar you will hone the skills needed to have powerful conversations that will improve professional relationships, build trust, and get real results.

How to Present Online

By practicing Dale Carnegie principles, masterfully using technology, and creating superior visuals, online presentations become dynamic and powerful. Join us for this one-hour session where you will learn how to break the mold of boring webinars and deliver interactive and powerfully simple online presentations.

Leading Virtual Teams

Several factors have led to the emergence of a new form of team working. As VPN, Wi-Fi, and low-cost communication methods such as instant messaging and video chat became more reliable and commonplace, home-working and teleworking have become an option for many teams. This option has provided organizations with numerous economic alternatives to the traditional face-to-face team structure. Because of this, leaders of virtual teams should take deliberate actions to build in activities and practices that are vital to team success. This two-part, six-hour program will help equip leaders with the knowledge and skills necessary to lead virtual teams to new levels of effectiveness.

Communicate Effectively

We have all been awed by someone who always seems to know what to say and how to say it in any situation. These people know how to communicate effectively anytime, anywhere. The ability to communicate effectively in a variety of settings and styles is one of the key behaviors critical to successful leadership not only in the work environment, but in all areas of life. This two-hour workshop teaches you how to build rapport and positive relationships, become a better listener, honor diversity in the workplace, and adapt your message for your audience.

Working Remotely

As VPNs, Wi-Fi, low-cost telecoms, instant messaging, and video chat have become commonplace, working remotely has become an option for many teams. Overall, virtual teams are very similar to traditional teams, but communication and team building occur more naturally in face-to-face environments. Because of this, virtual team members should take deliberate actions to build in activities and practices that are vital to team success. This three-hour workshop will help equip you with the knowledge and skills necessary to take your virtual team to new levels of effectiveness.

Virtual Meetings that Engage

In this fast paced, interactive two-hour workshop you'll learn to use activities to energize your next online meeting. This workshop will help identify what's unique about running an online meeting and what's needed to make it an interactive experience. It answers these questions: How will you generate participation and build cooperation? What activities will keep the team members engaged? What online tools are available to help stay focused and on time? Activities and energizers for online meetings is an engaging answer. This session covers pre-meeting planning, managing the meeting, and post-meeting follow-up.

Meetings That Work

When planned, conducted, and led effectively, meetings can have an enormous positive impact on an organization. Regardless of the complexity of the meeting or format (in-person or virtual), proper planning is essential to strengthen, enhance, keep on track, shorten, and even eliminate future meetings. This two-hour workshop is a much-needed antidote for any person or organization suffering from poor meetings. By applying Dale Carnegie's principles and by gaining the willing cooperation of others, you become the catalyst for beneficial outcomes for colleagues, customers, managers, and yourself.