



1/2 day custom program
**Remote Communication
and in Virtual Teams**

Lead Yourself

**Shine
Leadership**

The whole remote communication topic will be brought to you in a managerial, psychological and technological way.



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More information at:
ShineLeadership.cz

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Why choose this program?

- Know how to effectively use technologies for electronic communication in remote collaboration, avoid misunderstandings and errors in e-communication.
- Know how to effectively use e-mail communication and avoid the most common sources of e-mail inefficiency.
- Learn how to lead effective teleconferences.
- Be able to address the major potential issues arising from intercultural remote collaboration

Who is it for?

- People who collaborate remotely either with their colleagues or external professionals.
- Managers of virtual teams.
- HR professional and managers who want to set up effective communication processes for electronic collaboration.

Topics

- Managing online meetings, tele- and video-conferences
- Methods on increasing the involvement of people in teleconferences and online workshops.
- How to avoid ineffective e-mail communication and inspire others to do the same
- The impact of intercultural communication
- Proper e-mail structure and its content
- Management and e-mail communication management