Virtual Leadership for Managers: Best Practices (Part 1)

1. Course Opening

1.1 Welcome Slide

Notes:

Welcome to part one of the Virtual Leadership for Managers Best Practices Training Series provided by the Human Resources Administration Division of the Georgia Department of Administrative Services. This section provides an overview on what virtual managing is and its importance.

1.2 Part One: Introduction to Managing a Virtual Team

Notes:

With rapid advancements in technology and the COVID-19 pandemic of 2020, state agencies realize the importance, and necessity, of staff working remotely. As a manager, you may perceive managing team members remotely a daunting challenge, presenting a unique set of obstacles. During the COVID-19 pandemic of 2020, Quantum Workplace conducted an analysis of more than 20,000 employee survey results across a variety of industries and company sizes.

The survey discovered the following statistics regarding employees working remotely:

· 77% of remote employees confirmed improved productivity

· 52% said they are less likely to take time off

· 30% reported accomplishing more in less time

· 23% said they were willing to work longer hours to get more done

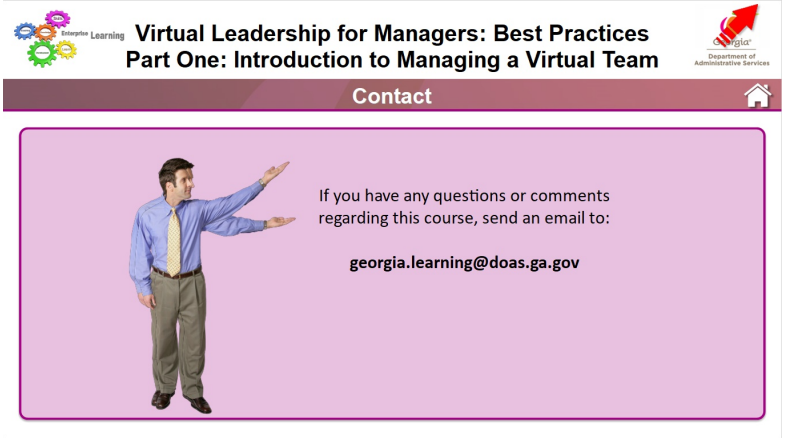
SOURCE: <https://marketing.quantumworkplace.com/>

Part One of this training series provides you with an overview of what virtual managing is and the benefits it provides the agency.

The term “virtual managing” means you oversee the work of team members under your supervision in a non-centralized location, such as a Primary Work Station as defined by the Statewide Telework Policy. In most cases, the Primary Work Station is the team member’s residence. The availability and utilization of technology solutions, such as e-mail, video conferencing and web-based collaborative tools, such as the cloud sharing, provide multiple avenues for state agencies to implement the use of virtual teams within the workforce. Utilizing virtual teams effectively includes but is not limited to the following benefits: It increases productivity and efficiency. It decreases spending for both the agency and the team member. It provides greater flexibility for the team member. It improves the overall happiness and well-being of the team member. It promotes the agency as a desirable place for seeking employment. This training series provides various topics essential for helping you became an effective virtual leader. The learning objectives include the following: Recognize characteristics of who should participate in the virtual team (Part Two). Identify ways of building strong working relationships with the virtual team (Part Three). Review the essentials for effectively managing a virtual team (Part Four). Identify the four types of trust within a virtual team (Part Five).

2. Course Closing

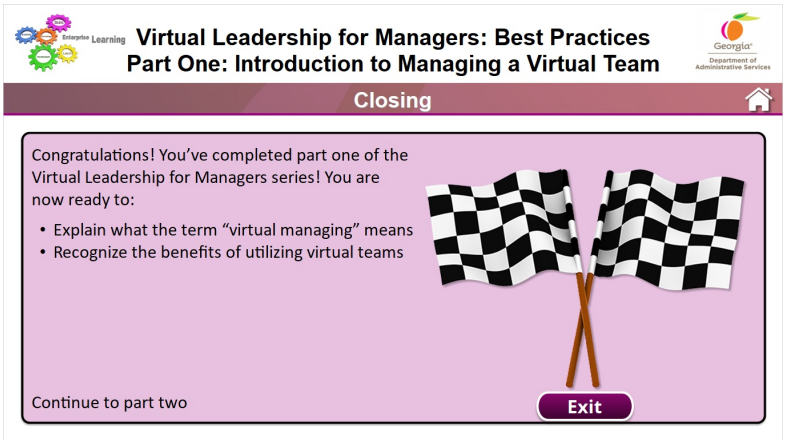
2.1 Contacts



Notes:

Click on the Resources link for downloading a transcript of the course. If you have any questions or comments regarding this course, send an email to: georgia.learning@doas.ga.gov

2.2 Course End



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