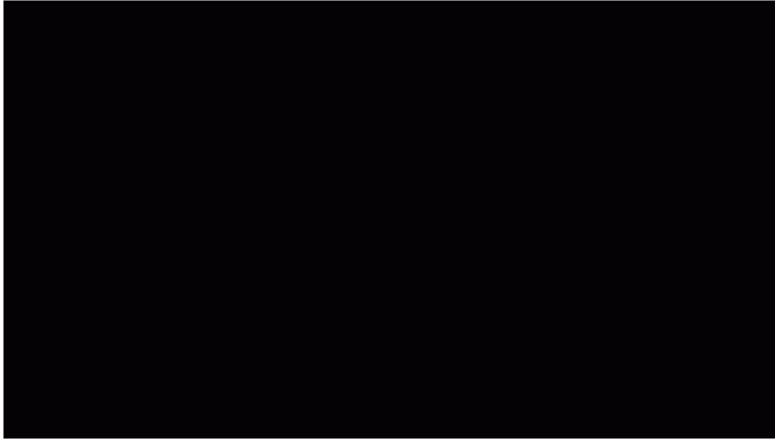**Virtual Leadership for Managers: Best Practices (Part 2)**
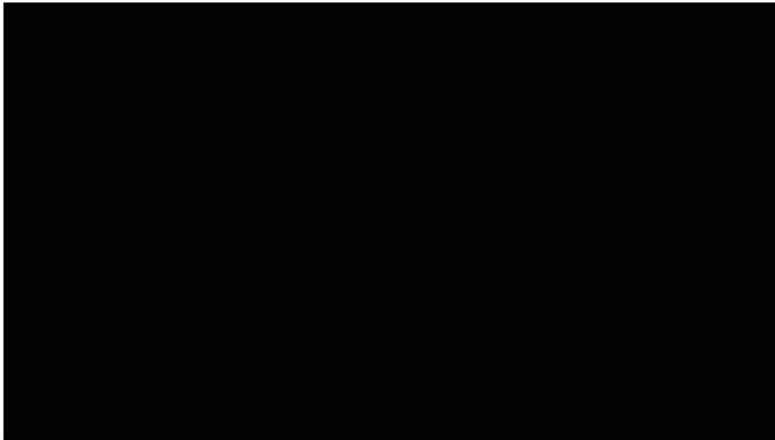
1. Course Opening

1.1 Welcome Slide

Notes:

Welcome to part two 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 reviews participation eligibility requirements for a virtual team.

Notes:

In the previous video, you reviewed what virtual managing is and the benefits virtual managing provides the agency.
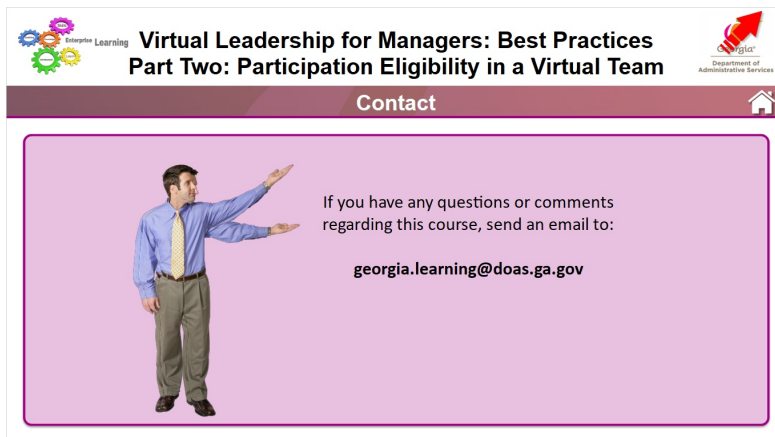
Part Two of this training series reviews how to properly identify who is eligible to participate in a virtual team.

Keep in mind, certain team members may be ineligible to participate in a virtual team. This video provides a few examples but is not all-inclusive. The team member is currently under disciplinary action by the agency due to a violation of policy or unethical conduct, such as an abuse of leave or visiting improper websites on state-owned equipment. The team member's performance suffers when working in a virtual environment and requires his/her conventional worksite for maintaining a consistent level of performance. The team member's position is not "portable". This means most or all of his/her daily responsibilities must be done exclusively at the conventional worksite, such as a guard at a correctional facility, a health care worker who tends to patients in an assisted living facility or hospital, etc. As a manager carefully consider who you deem eligible for the virtual team. An eligible team member

consistently displays the following characteristics: The team member is self-motivated. This means he/she requires minimal direction or supervision and understands what to accomplish daily. The team member is trustworthy. This means he/she adheres to the code of ethics and conduct required by the agency. The team member is accountable. This means he/she responds to the needs of customers or other team members effectively and accurately. The team member is results-oriented. This means he/she produces the required deliverables or goals in a timely manner. The team member is an effective communicator. This means he/she possesses strong verbal or written communication skills. In the next video, you review how to build strong working relationships with the virtual team.

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

Virtual Leadership for Managers: Best Practices
Part Two: Participation Eligibility in a Virtual Team

Closing

Congratulations! You've completed part two of the Virtual Leadership for Managers series! You are now ready to:

- Identify who is ineligible to participate in a virtual team
- Recognize the characteristics an eligible team member consistently displays

Continue to part three

Exit

Notes: