

The New ways of team working

Working in project teams is nothing new for most organisations both national and international. Actually a lot of the organisation's successes depend on the way these project teams succeed to build enough trust within the team, manage progress and finally realise the targets that were set. Nowadays it is not as common that the team members are located at short distance. In fact in organisations more than 70% of the (project) teams work dispersed (Gartner 2001).

This sets extra demands to the project teams such as, coordination, information exchange, building trust, how to deal with trust.

The opportunity for improvement is there. Considering the innovation in modern communications and organizational management over the last decennia, applications are now available that support people to vary between working remotely and face to face. Condition is that you manage to incorporate new ways of working in your culture and that all employees recognize it's added value.

The following training programmes learn how to build and manage a dispersed team and provide teams with instruments that improve collaboration and reduce costs:

1. Kick-off workshop for dispersed teams
2. Leadership: How to manage a virtual team?
3. Set up and manage a knowledge team
4. Project management and working in a dispersed team
5. Working with groupware tools
 - a. Web conferencing and instant messaging
 - b. Videoconferencing
 - c. Document handling

Kick-off workshop for international teams (1-2 days)

Designed for:	All members of a Project Team (managers, principals and team members) working from various locations who want to make sure their team is prepared for delivering output. A good timing for the training is:
Objectives:	<ul style="list-style-type: none"> • at the start of a (sub)project • when working with an project team does not deliver the desired result. • To gain knowledge how to make progress in between face to face meetings • Make collaboration in the team explicit • Teambuilding and gain commitment • Dealing with trust and complexity • The result will be a contract between the team members regarding roles, objectives, mutual expectations. • Define the communication plan and media
Dates:	On request a group/team session can be organised on location.
Duration:	1-2 days.
Nr. Of participants:	Min. 4 / max 20
Program Content:	The team will work during the workshop on: <ul style="list-style-type: none"> • Setting clear and shared targets • Define ways of working and communication. • Teambuilding and communication aspects of group working • The tools for collaboration, including access to the New ways of team working portal.
Learning methods:	Presentation, brainstorming for result; group discussions, demo.
Language:	Dutch / English.
Organised by:	DistantTeamwork

How to manage a virtual team

Designed for:	Project managers who manage distributed teams.
Objectives:	<ul style="list-style-type: none"> • To gain knowledge how to make progress in between face to face meetings • To be able to give steering to team members that are located at other locations • To identify the pitfalls of distributed team working and learn how to avoid them.
Dates:	On request a group/team session can be organised on location.
Duration:	1 day.
Nr. Of participants:	4-6.
Program content:	<ul style="list-style-type: none"> • Setting clear targets in distributed teams • Keeping the pace • Managing the expectations of team members and define the roles • Defining ways of working and communication. • Defining the right tools for collaboration, including access to the New ways of team working portal.
Learning methods:	Lecture, group discussion, role playing, demo.
Language:	Dutch/English.
Organised by:	Distant Teamwork

Set up and manage a knowledge team

Designed for:	Knowledge managers
Objectives:	<ul style="list-style-type: none"> • To gain knowledge how to set up a successful knowledge team • • To identify the pitfalls of knowledge management and learn how to avoid them.
Dates:	On request a group/team session can be organised on location.
Duration:	1 to 2 days.
Nr. Of participants:	4-8.
Program content:	<ul style="list-style-type: none"> • What is knowledge • Setting clear targets • Creating the movement • Expectations and desires • Defining ways of working and sharing. • Towards the critical mass
Learning methods:	Lecture, group discussion, role playing, demo.
Language:	Dutch/English.
Organised by:	Distant Teamwork

Working with groupware tools: web conferencing and instant messaging or chat

Designed for:	All employees that want to set up and/or facilitate a web conference meeting.
Objectives:	<ul style="list-style-type: none"> • To get acquainted with web conferencing as communication tool • To get experience in setting up and managing a web conference meeting.
Dates:	On request an online group/team session can be organised.
Duration:	4 hours.
Nr. Of participants:	3-5.
Program Content:	<ul style="list-style-type: none"> • Introduction in web conferencing and instant messaging/Chat • Understand when to use e-meetings • Learn how to use the tools • Setting up a web conference • Facilitating a web conference meeting • Become aware of the do's and don't while facilitating or participating an e-meeting.
Learning methods:	The training is given via a web conference and uses the following methods: Lecture, practice with tool, learning by doing (facilitate your own meeting).
Language:	Dutch/English.
Organised by:	Distant Teamwork

Working with groupware tools: videoconferencing

Designed for:	All employees for whom videoconferencing is an alternative for face to face meetings.
Objectives:	<ul style="list-style-type: none">• To get acquainted with videoconferencing as communication tool• To get experience in setting up and managing a videoconference meeting.
Dates:	On request an online group/team session can be organised on location.
Duration:	2 to 4 hours.
Nr. Of participants:	2-6.
Program content:	<ul style="list-style-type: none">• Setting up a videoconference• Facilitating a videoconference meeting• Understand when to use videoconferencing and when not• Learn how to use the tools• Become aware of the do's and don't while facilitating or participating a videoconference-meeting.
Learning methods:	The training is given via a videoconference and uses the following methods: Lecture, practice with tool, learning by doing.
Language:	Dutch/English.
Organised by:	Distant Teamwork

Working with groupware tools: document handling

Designed for:	Teams who want to share and manage documents in a project team.
Objectives:	<ul style="list-style-type: none">• To get acquainted with document handling• To get experience in setting up a team workplace and managing it• To get experience with organising information.
Dates:	On request a group/team session can be organised.
Duration:	1 to 2 days
Nr. Of participants:	3-8.
Program Content:	<ul style="list-style-type: none">• Introduction in document handling• Understand when to use it• Learn how to use the tools• Setting up and managing a team workplace• Make a start with the set-up of your own team workplace.• How to use it within the team
Learning methods:	Lecture, practice with tool, learning by doing.
Language:	Dutch or English.
Organised by:	Distant Teamwork