



TM152: Agility & Virtual Teamwork

Training Description:

The Agility & Virtual Teamwork training course is designed to equip professionals with the skills and strategies needed to collaborate effectively in fast-paced, remote and hybrid work environments. As organizations increasingly operate across distributed teams, the ability to remain agile, communicate virtually and maintain high-performance standards has become critical for productivity, innovation and employee engagement.

This training course focuses on agile principles, virtual communication tools, team dynamics, collaboration strategies, conflict resolution and productivity management. Participants will engage in interactive exercises, simulations, case studies and practical workshops to develop hands-on skills for managing and contributing to virtual teams.

By the end of the training course, participants will be able to lead and collaborate with remote teams effectively, adapt to changing circumstances, enhance communication and engagement, foster trust and accountability and drive results in agile and virtual work settings. The training course enhances collaboration, flexibility, problem-solving and leadership capabilities for modern work environments.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand agile principles and their application in virtual teams
- ✓ Improve communication and collaboration in remote environments
- ✓ Build trust, accountability and engagement in distributed teams
- ✓ Use digital collaboration tools effectively
- ✓ Manage conflict and resolve challenges in virtual teams
- ✓ Foster team cohesion and high performance
- ✓ Adapt to changes and maintain flexibility in workflows
- ✓ Apply agile problem-solving and decision-making strategies
- ✓ Develop personal and team productivity plans for virtual work

Training Designed for:

This training course is designed for team leaders, project managers, managers, supervisors, department heads, HR professionals, remote workers and professionals involved in leading or participating in virtual or hybrid teams. It is ideal for leaders and team members seeking to enhance agility, collaboration, communication and productivity across distributed teams.

Training Requirement:

“Hands on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

INTRODUCTION TO AGILITY AND VIRTUAL TEAMS

❖ Foundations of Modern Teamwork

- Overview of Agility & Virtual Teamwork
- Understanding agile principles and mindset
- Characteristics of high-performing virtual teams
- Challenges and opportunities in remote and hybrid work
- **Practical exercise:** Assessing team agility and virtual readiness

DAY TWO:

EFFECTIVE COMMUNICATION IN VIRTUAL TEAMS

❖ Building Connection and Clarity Remotely

- Virtual communication tools and platforms
- Techniques for clear and engaging communication
- Listening and feedback in virtual settings
- Building trust and psychological safety online
- **Workshop:** Practicing virtual communication and active listening

DAY THREE:

COLLABORATION AND TEAM DYNAMICS

❖ Enhancing Engagement and Productivity

- Strategies for collaboration in distributed teams
- Managing diverse perspectives and cultural differences
- Conflict resolution and negotiation remotely
- Roles, accountability and shared responsibilities
- **Exercise:** Simulating virtual team collaboration

DAY FOUR:

AGILE PROBLEM-SOLVING AND DECISION-MAKING

❖ Responding Effectively to Change

- Applying agile methods to team workflows
- Decision-making in virtual environments
- Prioritization, time management and adaptability
- Facilitating virtual meetings and brainstorming sessions
- **Case study:** Agile project management in a virtual team

DAY FIVE:

SUSTAINING PERFORMANCE AND TEAM DEVELOPMENT

❖ Driving Long-Term Success

- Monitoring performance and progress in virtual teams
- Feedback loops and continuous improvement
- Leadership strategies for remote and hybrid teams
- Personal action planning for team effectiveness
- **Final exercise:** Creating a virtual team action plan

- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

Aisha Relativo - Training & Career Development Manager

aisha@cmc-me.com / training@cmc-me.com

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615