

# LEADING VIRTUALLY TRAINING DESIGN

## SESSION 1

DURATION	SECTION	KEY CONTENT
17 min.	Welcome and Introduce Workshop	Welcome participants and introduce the workshop and virtual learning tools.
19 min.	Different Levels of Remote	Define and share the different levels of “remote.” Discuss norms for learning virtually.
17 min.	Challenges Working Virtually	Review the four major challenges for many who work remotely: Motivation, Isolation, Growth, Remote Leaders.
7 min.	Challenges Leading Virtually	Share the challenges reported by virtual leaders and the importance of good leadership when one or both of the parties in the relationship are remote.
7 min.	BREAK	
18 min.	Habit 1—Be Present	Introduce Practice 1: Be Attentive and Mindful and Habit 1: Be Present.
22 min.	Habit 2—Pay Attention to Individual Differences	Introduce Habit 2: Pay Attention to Differences. Discuss what motivates and demotivates participants when working remotely.
16 min.	Habit 3—Ask for Feedback	Introduce Habit 3: Ask for Feedback. Share best practices for one-on-one meetings.

## SESSION 2

DURATION	ACTIVITY	KEY CONTENT
15 min.	<b>Welcome Back and Wrap Up Practice 1 with Habit 4—Lead with Intention</b>	Welcome participants back. Introduce Habit 4: Lead with Intention.
13 min.	<b>Intentional Communication</b>	Share the importance of being intentional in our communication. Conduct the activity: What Is the Right Communication Channel?
9 min.	<b>Introduce Practice 2—Foster Community</b>	Introduce Foster Community, Practice 2, and the four associated habits.
22 min.	<b>Habit 1—Build Trust</b>	Introduce Habit 1: Build Trust. Discuss how the level of trust impacts the effectiveness of a virtual leader.
7 min.	<b>BREAK</b>	
13 min.	<b>Habit 2—Provide Technology Support</b>	Introduce Habit 2: Provide Technology Support. Present the tools needed to be competent at virtual work.
22 min.	<b>Habit 3—Invest in Connection</b>	Introduce Habit 3: Invest in Connection. Explain the importance of being fully connected with your virtual team.
15 min.	<b>Habit 4—Celebrate Success</b>	Introduce Habit 4: Celebrate Success. Share best practices for celebrating virtual individual and team performance.

## SESSION 3

DURATION	ACTIVITY	KEY CONTENT
8 min.	1 <b>Welcome Back and Working across Time Zones</b>	Welcome participants back. Walk through best practices for working across time zones.
25 min.	2 <b>Practice 3—Accelerate Performance and Development</b>	Introduce Practice 3 and the four associated habits. Share the results of the Leading Virtually Survey for Practice 3.
5 min.	3 <b>Habit 1—Focus on Output</b>	Introduce Habit 1: Focus on Output.
5 min.	4 <b>Habit 2—Encourage Self-Reliance</b>	Introduce Habit 2: Encourage Self-Reliance. Share the secret to encouraging self-reliance: Asking good questions.
8 min.	<b>How to Conduct a Virtual Coaching Conversation</b>	Individuals become more self-reliant regarding their performance.
6 min.	5 <b>Habit 3—Facilitate Networking</b>	Introduce Habit 3. Encourage virtual leaders to make connections for their remote employees.
7 min.	<b>BREAK</b>	
5 min.	6 <b>Habit 4—Assist with Career Development</b>	Introduce Habit 4. Discuss frequency of career development conversations.
27 min.	7 <b>Rescripting Practice</b>	Have breakout teams rescript the phone conversation using all the practices and habits.
15 min.	8 <b>Final Action Planning</b>	Participants review the workshop content. Wrap up workshop.