



Virtual Team Building and Management

SEHG-SV-7722 · Business · approx. 18 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Virtual teams are growing in popularity since many companies continue to grow and expand in different areas. But sometimes learning to manage a team that we can't physically see every day can be difficult. When we learn how to manage our local teams, as well as our virtual teams, we can form a group that works together to increase productivity and provides a new perspective on any project.

Supervisors and Managers course: Virtual Team Building and Management.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Know the keys to establishing a virtual team
- Learn how to hold effective meetings and group sessions
- Learn effective ways to communicate with team members
- Use tools to build trust and confidence among employees
- Know how to handle poor performing employees
- Know how to manage a virtual team during any project

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 18 instructional videos — 18 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Setting Up Your Virtual Team (I)**
 - Choose Self-Motivated People with Initiative
 - Face to Face Meetings at First (Kick-off Meeting)
 - Diversity Will Add Value
 - Experienced with Technology

- **Module 3 — Setting Up Your Virtual Team (II)**
 - Personality Can Count as Much as Skills
 - Rules of Engagement
 - Setting up Ground Rules
 - Icebreakers and Introductions
- **Module 4 — Virtual Team Meetings**
 - Scheduling Will Always Be an Issue
 - Create a Clear Objective and Agenda
 - Solicit Additional Topics in Advance
 - Discourage Just Being a Status Report
- **Module 5 — Communication (I)**
 - Early and Often
 - Rules of Responsiveness
 - Face to Face When Possible
 - Choose the Best Tool
- **Module 6 — Communication (II)**
 - Be Honest and Clear
 - Stay in Constant Contact
 - Don't Make Assumptions
 - Set Up Email Protocols
- **Module 7 — Building Trust**
 - Trust Your Team and They Will Trust You
 - Beware of "Us vs. Them" Territorial Issues
 - Share Best Practices
 - Create a Sense of Ownership
- **Module 8 — Cultural Issues**
 - Respect and Embrace Differences
 - Be Aware of Different Work Styles
 - Know Your Team Members Cultural Background
 - Dealing with Stereotypes
- **Module 9 — To Succeed With a Virtual Team**
 - Set Clear Goals
 - Create Standard Operating Procedures (SOPs)
 - Build a Team Culture
 - Provide Timely Feedback
- **Module 10 — Dealing With Poor Team Players**
 - Manage Their Results, Not Their Activities
 - Be Proactive, Not Reactive
 - Check In Often
 - Remove Them
- **Module 11 — Choosing the Right Tools**
 - Communication Software
 - Collaboration and Sharing Tools
 - Project Management Software
 - Use What Works for You and Your Team
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
 The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-SV-7722 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.