



PROJECT MANAGEMENT | PM-028

Managing Remote and Virtual Project Teams

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Course content

Why Attend

Project teams are increasingly distributed across locations, time zones and organisations. Leading virtual project teams requires deliberate approaches to communication, collaboration and trust.

This Aractech course covers virtual team structures, collaboration tools, communication planning, virtual meetings, building trust, managing performance, cultural differences and running hybrid project ceremonies. Participants develop a virtual team charter.

Course Methodology

- Interactive sessions
- Virtual meeting practice
- Case studies
- Team charter workshop
- Group discussions

Course Objectives

- Set up virtual project teams effectively
- Select and use collaboration tools
- Plan communication across time zones
- Run effective virtual meetings
- Build trust and manage cultural differences
- Manage performance in virtual teams

Target Audience

- Project managers
- Programme managers

Course content

- Team leads
- Scrum masters

Course outline

Detailed course outline

Day-by-day outline for Managing Remote and Virtual Project Teams.

Day 1 - Virtual Projects

- 09:00-09:45 | Virtual team challenges
- 09:45-10:30 | Team structures
- 10:30-11:00 | Success factors
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Success factors (continued)
- 11:45-12:30 | Tools landscape
- 12:30-14:00 | Exercise: Team assessment

Day 2 - Communication and Tools

- 09:00-09:45 | Communication plans
- 09:45-10:30 | Synchronous and asynchronous
- 10:30-11:00 | Tool selection
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Tool selection (continued)
- 11:45-12:30 | Documentation
- 12:30-14:00 | Workshop: Communication plan

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Day 3 - Virtual Meetings

- 09:00-10:17 | Meeting design
- 10:17-10:56 | Facilitation
- 10:56-11:00 | Engagement
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Engagement (continued)
- 12:05-12:43 | Decisions
- 12:43-14:00 | Practice: Virtual meeting

Day 4 - Trust and Culture

- 09:00-10:17 | Building trust
- 10:17-10:56 | Cultural differences
- 10:56-11:00 | Conflict
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Conflict (continued)
- 12:05-12:43 | Inclusion
- 12:43-14:00 | Case study: Global project team

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Day 5 - Performance

- 09:00-09:54 | Goals and accountability
- 09:54-10:48 | Monitoring
- 10:48-11:00 | Recognition
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Recognition (continued)
- 12:12-13:06 | Wellbeing
- 13:06-14:00 | Capstone: Virtual team charter

Seminar dates

Available seminar dates

Live dates and pricing for Managing Remote and Virtual Project Teams generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Barcelona	Classroom	€2,815
14 - 18 December 2026	Paris	Classroom	€3,825
18 - 22 January 2027	Rome	Classroom	€3,460
15 - 19 February 2027	Kuala Lumpur	Classroom	€1,925
15 - 19 March 2027	Barcelona	Classroom	€2,815
19 - 23 April 2027	London	Classroom	€2,315
17 - 21 May 2027	Munich	Classroom	€3,225
21 - 25 June 2027	Barcelona	Classroom	€2,815
19 - 23 July 2027	Cape Town	Classroom	€1,625
16 - 20 August 2027	Rome	Classroom	€3,460

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