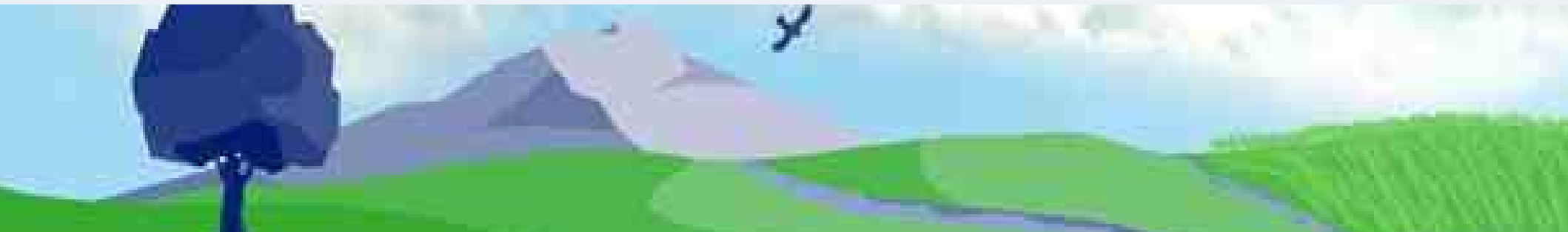




# **Virtual Projekt Team Leader Qualification**

by Ralf Friedrich, German Project Solutions GmbH  
starting 20th October 2010!

A unique and new combination of tutored eLearning, virtual team work and live virtual interactive classrooms

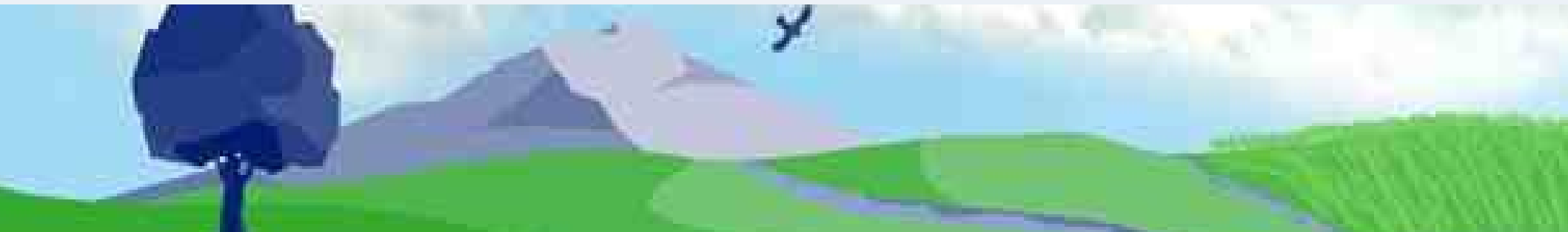


## What is the value you will gain?

More and more companies work on *distributed projects* and team members are spread on different locations, even continents and time zones. The team members of these teams do not see each other and in order to master the project have to learn virtual work practices.

It is unknown, and it is different to work in Virtual Teams. Deadlines must be managed successfully and the results must have not the expected quality, costs must be near the budget allows. Team members hardly see each other face-to-face.

Virtual co-working is the already the presence and will be the future more and more. With the help from media and tools like SecondLife® and Moodle, e.g., difficulties can be managed and teams can change into close units despite their members being located around the globe.



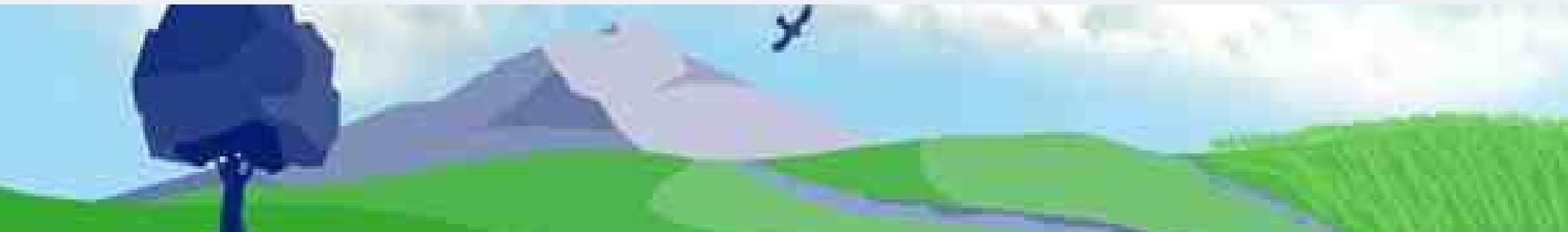
## **You could be the “next Susan” !**

Susan, German-based, 28 years old and in IT-project management professional, is used to work in an international team, co-located in Munich. She once in a while had meetings in Nyköping, Sweden and in London. But now she will work with a virtual team that is located in Sweden, India and Munich.

She has a colleague who has been working on international projects for 14 years, but she definitely wants to find out how she can manage the challenge beforehand. In a couple of days, she will meet her teammates virtually for the first time....

It will be your task, to coach and support Susan during her project initiation phase for the first couple of weeks....

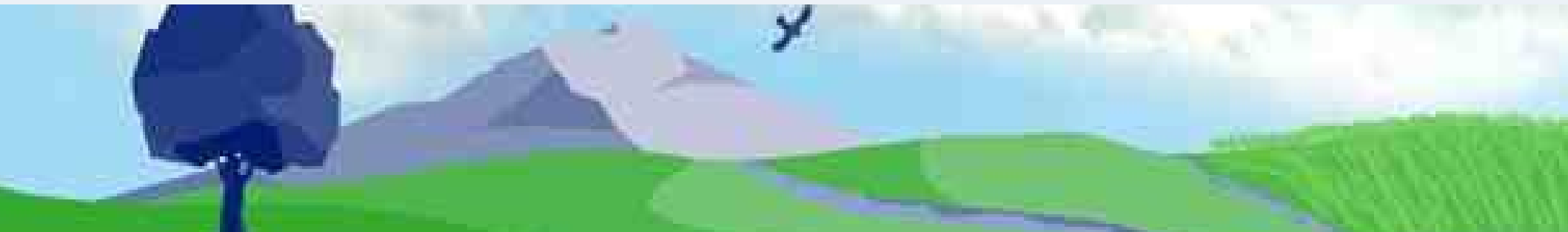
We are close to the international base of virtual teams and can help her and her team with all we found out in research and practice.



# Learning Objectives

At the end of the qualification, you will be able to

- state virtual team processes to compensate face-2-face behavior
- build relationships through social networks and media
- use different Web 2.0 tools to enhance their virtual team productivity
- implement feedback processes on virtual teams
- lead virtual team meetings successfully and full of energy



# Innovative Learning process

The learning process will have three steps:

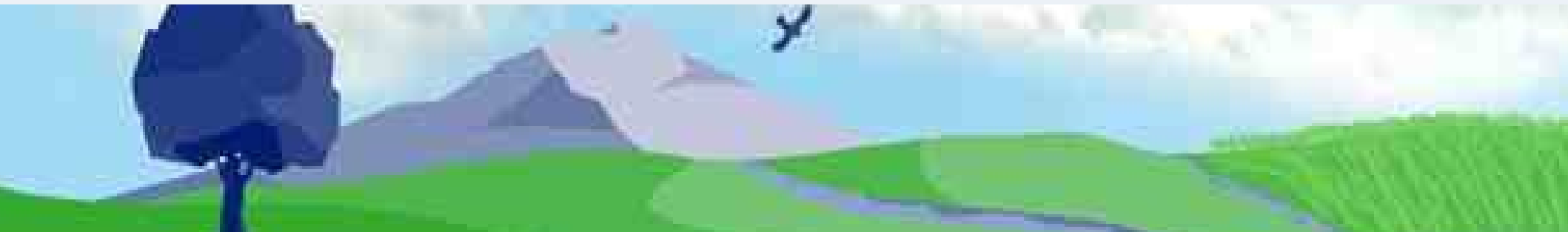
Participants will study the theory through online modules stored in our learning management system. Each unit will end with a module test so that participants receive feedback on their learning progress.

Then participants will work in groups of 3 to 4 participants on a case study and apply the concepts studied in step 1.

The different groups will present the results of the team exercises and the course leader will provide feedback to the work results.

Compared to other virtual learning sessions, your benefits of this learning process are:

1. you learn at your your pace.
  2. you apply the theory on a practical simulation and
  3. you receive high quality feedback during virtual classroom sessions.
- ... and you have plenty of fun and insights!



**During each week the participants will go through the same cycle. The weekly effort is estimated to be 4 hours max.**

After the completion of this blended eLearning program, participants can do an exam. After passing the exam, the participants will receive a course certificate which entitles them for 16 PDU's. Fee for this whole package is 499 ,- Euro.

**The virtual classroom dates will be:**

**Wednesday, 20 October 5 p.m. CET (Central European Time)**

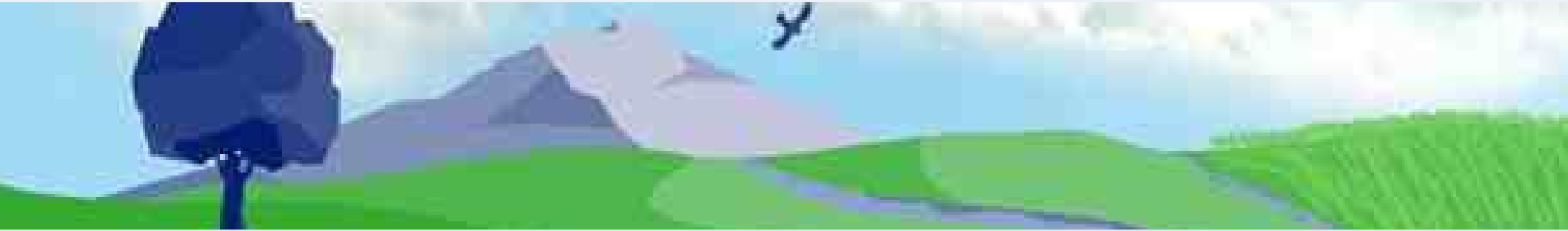
**Wednesday, 27 October 2010 5 p.m. CET**

**Wednesday, 3 November 2010 5 p.m. CET**

**Wednesday, 10 November 2010 5 p.m. CET**

**Wednesday, 17 November 2010 5 p.m. CET**

**Duration appr. 1 hour**



# Week 1

**Wednesday      20 October      2010 5 p.m. CET**

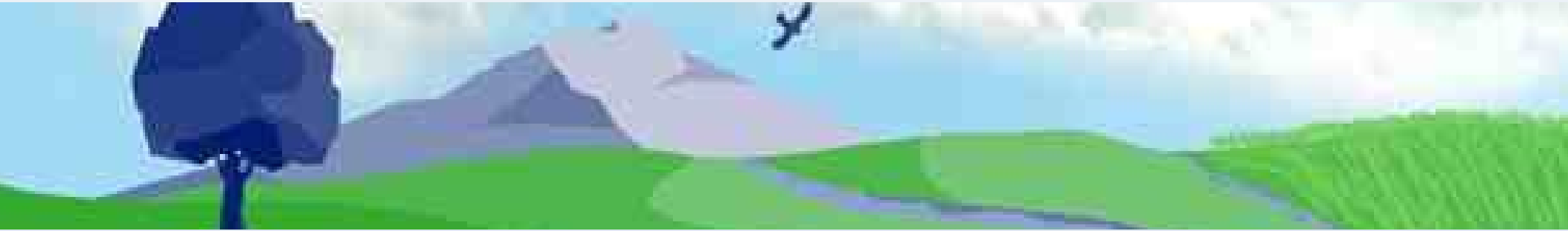
## **Getting to know each other without meeting Face-to-face**

The learning unit will start with a demonstration of social networking and the need for people to learn more about each other. Then a virtual get-to-know each other process will be demonstrated.

Different approaches will be discussed, like the „5 private minutes“.

### Value for participants:

Develop ideas how virtual team building really works.



## **Week 2**

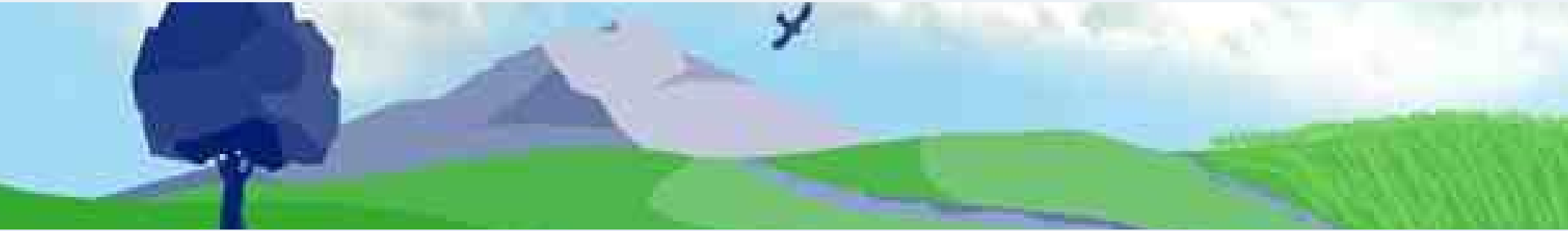
**Wednesday 27 October 2010 5 p.m. CET**

### **Using web 2.0 tools to improve virtual team performance**

The learning unit will demonstrate how to use web 2.0 tools within virtual project teams. Common tools from twitter to XING, doodle and SecondLife will be shown and their application for virtual project management be discussed.

#### Value for participants:

See the power of web 2.0 tools in the management of virtual teams, develop ideas how virtual teams can be led differently. Improve virtual team performance quickly



## **Week 3**

**Wednesday 3 November 2010 5 p.m. CET**

**Hands-on feedback processes for virtual teams**

The learning unit will start with the basics of feedback processes and then shows different ways on how feedback processes can be implemented on virtual project teams.

Value for participants:

Reduce the blind spots of virtual team leadership



## **Week 4**

**Wednesday 10 November 2010 5 p.m. CET**

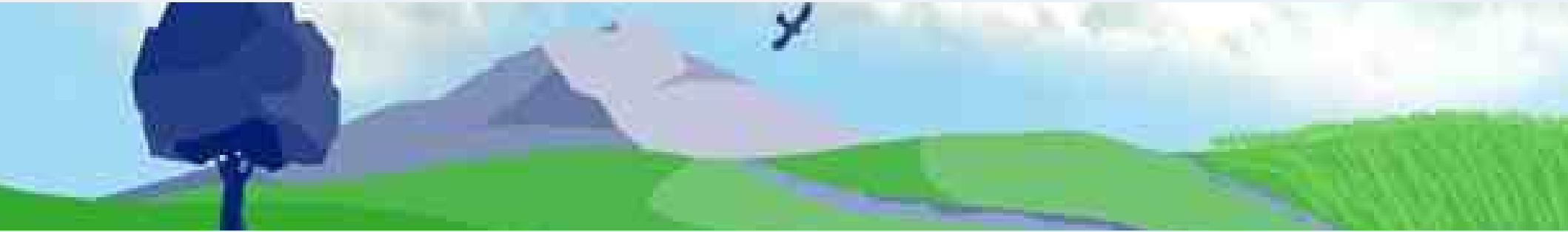
### **Leading virtual meetings successfully**

This learning unit will start with an overview of virtual meeting tools. Then the 7 golden rules of virtual meeting management will be demonstrated.

Different media like Goto Meeting, Second Life, VSEE and other will be shown and discussed. Another different topic will be the data management/data sharing in e.g. Moodle, Dropbox, Windows Live and other.

Value for participants:

Improve the results of virtual meetings quickly.



## **Week 5**

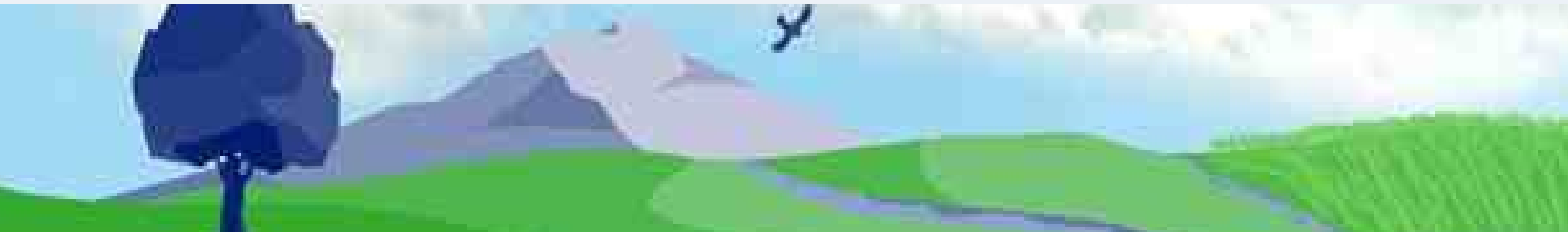
**Wednesday 17 November 2010 5 p.m. CET**

**“Release the power of Virtual teams through „Elective Leadership“**

In the beginning of the learning unit, participants will get access to a elective leadership test. The completed test will be discussed in class. The principles of elective leadership will be demonstrated.

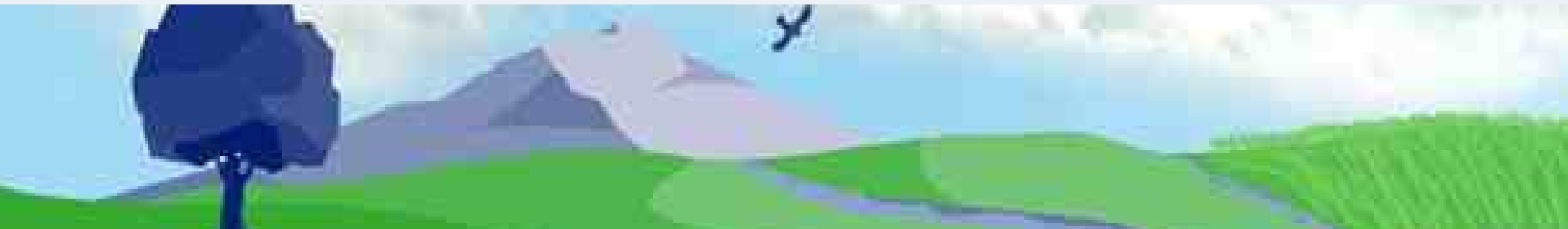
Value for participants:

Develop ideas how virtual teams can be led differently. Improve virtual team performance quickly



For questions and remarks please contact [Isabell.Schmidtke@gepros.com](mailto:Isabell.Schmidtke@gepros.com)

The Terms of Business are published on our website [www.gepros.com/](http://www.gepros.com/)

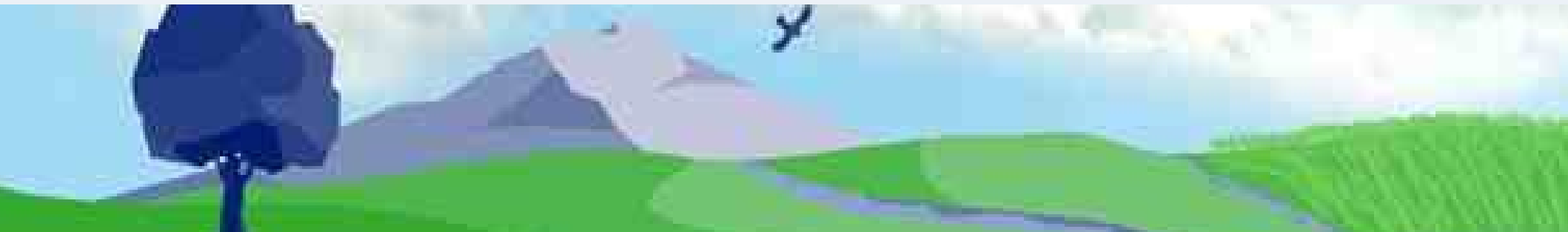


# Terms of Business January 2010

## German Project Solutions – Ralf Friedrich

- Subject matter of the contract
- Registration, conclusion of the contract
- Reversal/cancellation
- Qualification of participants
- Fees for the event
- Performance of the event
- Event documentation
- Accommodation/hotels
- Liability
- Data protection/confidentiality
- Jurisdiction

1. Subject matter of the contract The general terms and conditions of GeProS regulate the organization of chargeable events. The contractually agreed services and the conditions for attendance are quoted in the respective event description or are the subject of the offer confirmed by the client. 2. Registration, conclusion of the contract Registration for a chargeable event organized by GeProS can be via mail, fax or email using the registration form which can be obtained from GeProS or by informal registration naming title, date and price of the event or number and date of the offer respectively. In the event of preliminary registration by phone, a written registration must be submitted subsequently. Prior to the beginning of the event, the participant / client will receive confirmation of the registration or the order in writing, provided the registration is received in good time. The contract is concluded on receipt of the binding confirmation of the registration / order by the participant / client. 3. Reversal / cancellation Cancellation by the participant must be in writing. If GeProS receives a cancellation up until 14 days prior to an event, 25% of the fees for the event will be charged. In the event of rescission at a later stage, 75% of the fees for the event become due. Registration can be transferred to other participants. GeProS reserves the right to cancel confirmed events for organizational or other reasons (e.g. insufficient number of participants) up until 14 days prior to the beginning of the event. GeProS will then endeavour to offer alternative events. In the event of reversal or cancellation of an event no claims can be asserted against GeProS.



### **All rights reserved by GeProS.**

The use of trademarks, business names or any other names for advertising purposes or other publications requires prior written consent of the holder of the right.

#### **8. Accommodation / hotels**

The participants are responsible for the organization of their own accommodation and catering during the event. If the hotel or accommodation booking for an event (e.g. hotel event) is made by GeProS, the reservation is made on behalf of the participant or client. Any special conditions negotiated by GeProS are transferred to the Participants.

#### **9. Liability**

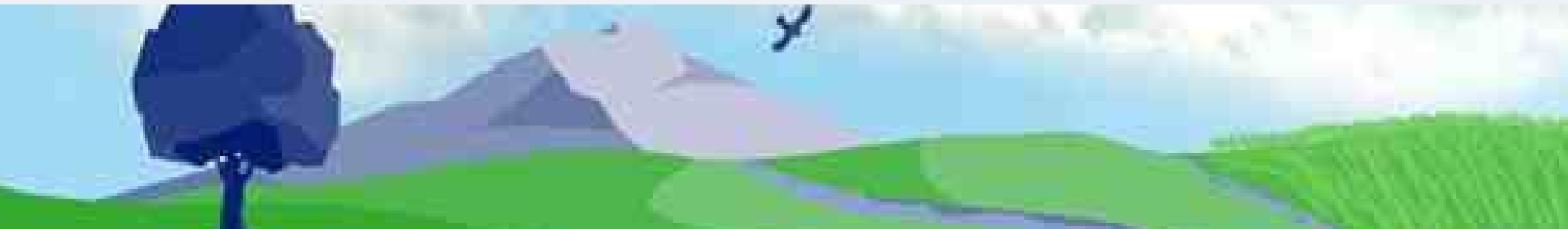
Towards the participant / client, GeProS is only liable for damages caused wilfully or by gross negligence, regardless of the legal cause. Personal liability of members of staff or sub-contractors acting as employees of GeProS is excluded. GeProS is not liable for indirect damages (e.g. consequential damages, damage to property or loss of profit) or loss of data and/or software programmes. Liability is limited to an amount of 50,000 € Claims against GeProS are subject to a limitation period of 12 months. Liability is not assumed for objects deposited by participants at the event. GeProS does not assume liability for damages of any kind caused by other participants.

#### **10. Data protection / confidentiality**

In accordance with data protection regulations GeProS is committed to treat any kind of information regarding participants as confidential. The participants agree to electronic storage and processing of personal data, in so far as it is required for the purpose of the contract.

#### **11. Jurisdiction**

Jurisdiction for all disputes arising out of or in connection with an event organized by GeProS is 64807 Dieburg/Hessen.



In the event of failure at short notice to assign the promised trainer, e.g. due to accident or illness, GeProS will endeavour to find and assign an adequate substitute. If in individual cases this is not possible, GeProS at any time reserves the right to defer the date of the event. Claims due to deferment cannot be asserted against GeProS.

#### 4. Qualification of participants

Qualifications required for the participation in the event are quoted in the description of the event or in the offer. GeProS reserves the right not to admit participants to an event or to uninvite participants from an event which has already started if it becomes apparent that the participant obviously does not have the qualifications required. In this event claims for complete or partial reimbursement of the fees for the event cannot be asserted.

#### 5. Fees for the event

The conditions quoted in the price list valid at the time of the confirmation of the order / registration apply. Non-attendance or part-time attendance at the event does not warrant a reduction of the fee. The fee includes documentation. Costs for travel and accommodation of the participants are not included. Costs for travel and accommodation of the trainer(s) are included in the fee. For events with a duration of up to five days, the fee plus VAT will be invoiced after completion of the event. For events of a longer duration, the fee plus VAT will be invoiced.

5 days after the beginning of the event.

Invoices are payable without discount upon receipt. If the invoiced amount is not received within 30 days after the date of the invoice, GeProS has the right to claim interest on arrears. The rate of interest on arrears is 10 % p.a. above the discount rate of Deutsche Bundesbank effective at the time of calculation. The participant may claim a set-off only if the participant's counterclaims are undisputed or have become res judicata.

#### 6. Performance of the event

The location of the event is quoted in the respective current event description or in a GeProS diary. The location may be subject to alterations. Unless otherwise agreed the event starts at 9.00 a.m. on the first day or at 10.00 a.m. respectively for events lasting several days, usually with a duration of 8 lessons of 45 minutes per day. For hotel events and events geared to specific client requirements, the schedule is based on the topic of the event. In case of doubt the details given in the confirmation apply.

#### 7. Event documentation

The event documentation passes into the ownership of the participant. The documentation may not be copied, processed, published or used for public reproduction without written consent by GeProS. All other documentation may not be removed from the premises.