



London TDM

# Project Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 26 April 2026 To 30 April 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day professional course is designed to equip project managers with the skills and tools necessary to effectively manage remote and virtual teams. Participants will learn strategies for communication, collaboration, and leadership in a virtual environment, ensuring successful project delivery despite the challenges of distance and diverse work settings.

## Objectives

- Understand the dynamics of remote and virtual project teams.
- Develop effective communication strategies for remote teams.
- Learn to use technology tools to enhance team collaboration.
- Implement leadership techniques suitable for virtual environments.
- Manage performance and motivation in remote settings.

## Course Outlines

### Day 1: Understanding Remote and Virtual Teams

- Introduction to remote and virtual team structures
- Challenges and benefits of remote project management
- Profiles and skills of successful remote team members
- Case studies of remote and virtual project successes
- Setting expectations and defining team roles remotely

### Day 2: Effective Communication in Remote Teams

- Building a communication plan for virtual teams
- Using synchronous and asynchronous communication tools
- Overcoming language and cultural barriers in communication
- Facilitating virtual meetings effectively
- Techniques for active listening and feedback in a remote setting

### Day 3: Technology and Collaboration Tools

- Review of top collaboration tools and platforms
- Implementing project management software for remote teams
- Ensuring cybersecurity and data protection in virtual teams
- Adopting cloud solutions for remote team productivity
- Leveraging video conferencing and screen sharing tools

### Day 4: Leadership and Motivation in Virtual Environments

- Leadership styles for remote team management
- Building trust and team cohesion remotely
- Strategies for motivation and engagement of remote team members
- Conflict resolution techniques for virtual teams
- Coaching and mentoring in a virtual setting

## **Day 5: Performance Management and Continuous Improvement**

- Setting performance metrics and KPIs for remote teams
- Conducting remote performance reviews and feedback sessions
- Identifying and overcoming productivity challenges
- Fostering continuous improvement and innovation remotely
- Developing a plan for long-term success with virtual teams