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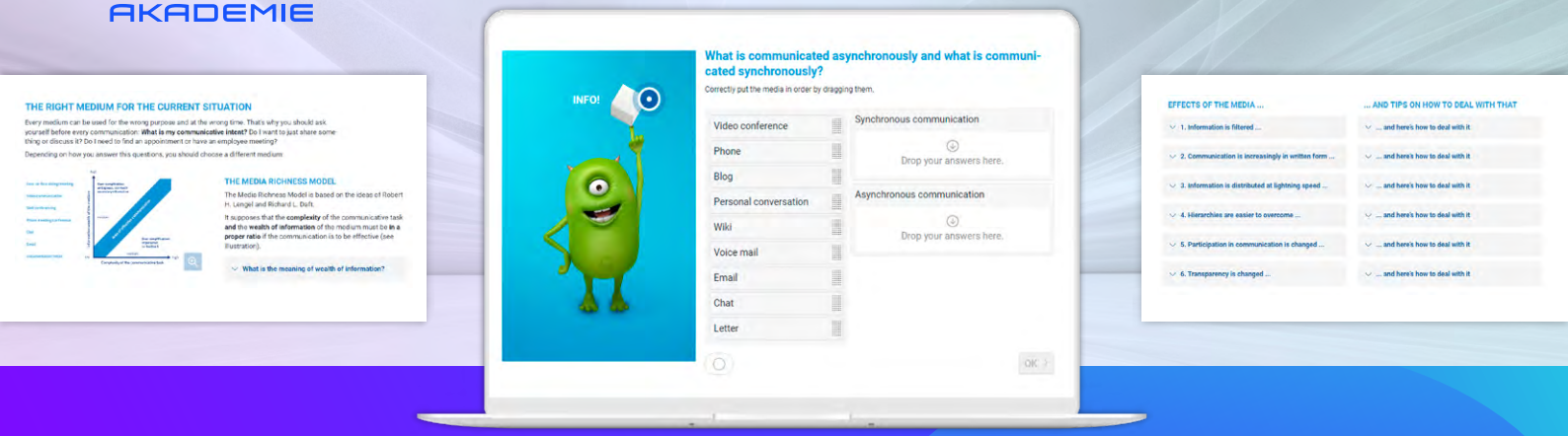


e-learning

# Virtual Communication in the Team

Do you often work from home or do you spend more time in hotel rooms somewhere in the world than in the office? In such cases, you have to bridge the physical distance both when collaborating and when communicating with customers, colleagues, partners, etc., using media such as telephone, email or (video) chat.

You will have certainly already noticed by now that this can be tricky and not always successful. And it is not always due to problems with the technology, as you will see in this e-learning course.

Group of participants:
For professionals and managers from all sectors who want to use and effectively shape the possibilities and opportunities of „virtual distance“.

Duration: **approx. 0,5 hours**

Language:

## Learning objectives

- ✓ You know the special features and challenges of virtual communication.
- ✓ You are able to select and use the right medium for the task and goal.
- ✓ You know the obstacles of virtual communication and master them confidently.

## Contents

How does communication work?

What are the special features of virtual communication?

Which media does a/my team need?

How do I find the optimal communication medium?

What should I pay attention to with emails?

What should I pay attention to with phone conferences?

What should I pay attention to with web conferences?

**Information on the web**
www.haufe-akademie.de/el

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