Lesson Plan

Module: Integrated smart workplace   **Learning Unit: Virtual staff management**

Desired Core professional goal	**Benchmark**
Learners will be able to – effectively manage their staff in a virtual setting, – adapt to the changing workplace dynamics and maximize productivity.	Cloud computing
Level	**Framework**
Standard	Empower

Professional micro-learning outcomes

Learners will

– understand the benefits and challenges of virtual staff management.
– identify key strategies and tools for effective virtual staff management.
– develop skills in communication, collaboration, and performance management in a virtual environment.
– create an action plan to implement virtual staff management practices in their own businesses.

Micro-learning activities

Learners will

1. watch the Standard level: Standard level: Module 4: Empower: Virtual staff management https://youtu.be/43fkz1MpsLs (3:06)

2. listen to the podcasts:

   a. Podcast: What are the benefits and challenges of managing staff in a virtual setting? https://youtu.be/XeEZGV1L6Og (1:26)

   b. Podcast: What strategies and tools can enhance virtual staff management? https://youtu.be/0j31XRInwQ4 (3:08)

   c. Podcast: How can effective communication, collaboration, and performance management be achieved in a virtual environment?

https://youtu.be/Lc4NdbZtzjo (2:18)

3. have an option to do the following activity:

   Developing a virtual staff management action plan for their own business

   Check out the Case Study Analysis: Effective Virtual Staff Management Practices in a Small and Medium-sized Enterprise (SME) demonstrating how MSMEs can successfully implement virtual staff management practices in their business having positively impacted employee productivity, engagement, and overall organizational success.

   Then follow the Guidelines for your virtual staff management Action Plan to help you develop your own Action Plan based your business needs. Use the Virtual Staff Management Action Plan Template we provide to help you develop your Action Plan.

   Finally use the Checklist for Self-Assessment of your Action Plan to evaluate the effectiveness of your action plan. You may do this activity either individually or collaboratively with your team or other learners exchanging feedback for collaborative and mutual improvement in low scores using our course forum our chatroom. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course.

4. have an option to see more resources:

   a. Webinars | BambooHR: This website offers various webinars on topics related to human resources, such as practical strategies to deliver learning and development, AI in the workplace, independent HR consultants, and more. You can watch the on-demand webinars or register for the upcoming ones.
   b. Webinars | CIPD: This website provides webinars from leading practitioners, specialists and CIPD advisers who examine topics and issues concerning the people profession. You can filter by topics such as flexible and hybrid working, employee engagement, ethics, wellbeing, and more. You can also browse their A-Z catalogue of information, guidance and resources covering all aspects of people practice.
   c. Free online Management Seminars (Webinars) on Leadership - Management 3.0: This website allows you to pick the brains of industry leaders and business people who have experience in managing remote teams, agile organisations, self-organisation, and more. You can watch the recorded seminars or join the live ones.
   d. Remote Team Management and Leadership | Free Online Course | Alison: This is a free online course from Alison that teaches you how to manage virtual teams effectively. You will learn how to hold meaningful virtual meetings and manage the personal differences of a remote team.

Explore how to deal with inclusivity, employee productivity and mental health challenges from afar.

e. [Diploma in Remote Team Management | Free Online Course | Alison](): This free online leadership course explains how to manage virtual teams and boost productivity, cooperation and morale. This diploma course provides leadership and management skills to help you get the most out of your staff as you coordinate virtual teams and keep them engaged and productive.

f. [Leadership Skills & Remote Team Management | Free Course | Alison](): This free course will help you achieve those goals by guiding you through management and decision making, showing you how to take and give feedback, and demonstrating how to manage and defuse potential conflict situations. You will discover how to manage your business and employees remotely to find the right balance between supervision and independence.

g. [How to Manage Remote Teams | Free Online Course | Alison](): This free online management course provides the leadership principles required to get the most out of remote teams. It explains why your leadership is essential to your teams' success, regardless of size, and provide management techniques that sharpen communication between team members in different locations.

h. [What is a Remote Work Policy And How Can You Implement It? - YouTube](): This video explains how to to make a successful transition to a remote workplace and make it work for your company, you will need a well-written remote work policy.