

Certificate Course in Virtual Workplace Management (CCVWM)

Programme Curriculum

Virtual Workplace Management

Module I: The Virtual Workplace

1. Defining the virtual workplace
2. Creating virtual workplace programs
3. Building virtual teams

Module II: Choosing the Virtual Team

1. Technology tips and tricks/ Digital workplace services
2. Managing virtual teams
3. Working with cross –cultural teams

Module III: Leading the Virtual Team

1. Turning virtual workplace into reality
2. Virtual Leadership strategies
3. Conflict management / stress management at workplace

Module IV: Technologies in Virtual Workplace

1. Technologies supporting virtual workplace
2. Team building activities
3. Advantages and disadvantages of virtual teams

Project

Students have to submit a project in the end.