

Syllabus:
Post-Pandemic Virtual Leadership Essentials

Facilitators/coaches:

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Course Objectives:

At the end of the course, you will be able to:

1. Understand team dynamics and ways of working are more challenging for you as a team leader
2. Know how to create a maximally motivated, happy, and productive team
3. Use different new tools, tips, and tricks on a daily basis to keep your team(s) ‘humming’
4. Increase the *resilience* of yourself as a virtual team leader, and that of your team
5. Apply your best conflict management skills in the setting of virtual (or hybrid) teams
6. Strategically design your organization and your team’s ways of working for the new employee experience, for the long term

PLEASE NOTE: This syllabus reflects the course content for ‘tier 2’ participants, who have chosen to include the peer coaching sessions. IF you have chosen ‘course tier 3’, your course content is entirely self-paced and asynchronous *and does not include the peer coaching sessions*. For ‘tier 3 participants’, your interaction with other course participants therefore takes place on the course platform’s discussion forum - so be sure to make use of this resource for peer to peer learning.

If you wish to benefit from the peer to peer learning opportunities offered during weekly peer coaching sessions (which are offered for tier 2 and 3 participants), then be sure to upgrade [HERE](#).

Week	Content
<p>Week One</p>	<p>Week One - Specific Challenges You May Encounter</p> <p><i>This lesson includes:</i></p> <ul style="list-style-type: none"> ● Breaking the Ice: Satirical video on the daily challenges of the virtual worker ● Our narrated slides video accompanied by downloadable slides ● Required readings on specific challenges in the virtual space ● Optional readings on virtual meetings ● Podcasts on how science can support virtual collaboration, in addition to your shaping of the organizational culture in your virtual team ● Supplementary video on leadership essentials ● Journal to track learning from week one ● Final reflection question to open a discussion in the forum on Teachable platform ● Peer coaching session (here)
<p>Week Two</p>	<p>Week Two - Specific Leadership-Level Solutions</p> <p><i>This lesson includes:</i></p> <ul style="list-style-type: none"> ● Our narrated slides video accompanied by downloadable slides ● Required readings: on how to build trust and how to do hybrid right ● Supplementary reading including major tips on how to manage talent and build a new normal for the organization; and another on how to perform successful meetings ● Supplemental videos on the neuroscience behind virtual leadership ● Summary of academic reads on considerations and challenges of running inter-organizational teams ● Three podcast episodes on basic solutions to leadership challenges ● Worksheets within the learning journal to track what you learned in week two ● Peer coaching session (here)

Week Three	<p>Week Three - Virtual Team Management Tips, Tricks & Tools</p> <p><i>This lesson includes:</i></p> <ul style="list-style-type: none">• Our narrated slides video accompanied by downloadable slides• Required readings on virtual onboarding, virtual negotiation, and facilitation• Optional readings on productivity in virtual world, and on how to run virtual internships and the downside of flextime• Bonus video on essential rules for managing remote team• Worksheets within the learning journal to track what you learned in week three• Handouts containing a rich list of strategies for virtual team management• Peer coaching session (here) <p>Outcome of Week Three:</p> <p>Practical tactics, tips and tools to facilitate your team’s meetings, work processes and communication modes.</p>
Week Four	<p>Week Four - Conflict Management in Virtual Teams</p> <p><i>This lesson includes:</i></p> <ul style="list-style-type: none">• Our narrated slides video accompanied by downloadable slides• Required readings: on the basics of conflict management in the virtual space• Supplementary materials on virtual trust and collaboration• A podcast on virtual conflict management• Handouts on mitigating virtual conflicts• Worksheets within the learning journal to track what we learnt together in week four• Reflection Question for participants to start a discussion in the discussion forum• Peer coaching session (here)

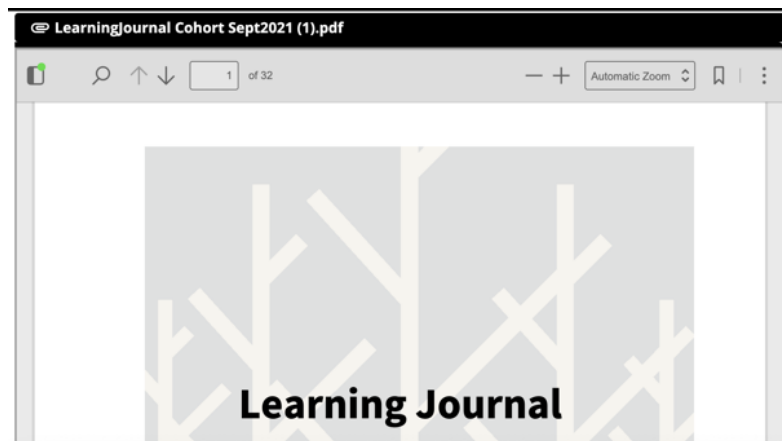
<p>Week Five</p>	<p>Week Five - Your Resilience as a Team Leader in a New World</p> <p><i>This lesson includes:</i></p> <ul style="list-style-type: none"> ● Our narrated slides video accompanied by downloadable slides ● Required readings on building work-life balance and the right mix of hybridity, digital burnout and psychological safety ● Podcasts on managing uncertainty and dealing with the new normal ● Supplementary readings including reads on the impact of virtuality on gender ● Worksheets within the learning journal to track what you leaned ● Reflection Question for participants to start a discussion in the discussion forum <p>Strategies that boost</p> <ul style="list-style-type: none"> ● Peer coaching session (here)
<p>Final Week</p>	<p>Week Six - Leadership Strategies for the Future of Work</p> <ul style="list-style-type: none"> ● Our narrated slides video accompanied by downloadable slides ● Required readings on resisting old routines, transition back to office ● Additional readings on the future of work ● An video interview on the future of NGOs ● Podcast on culture communication and trust building ● Worksheets within the learning journal to track what you learned ● Reflection Question for participants to discuss with each other in the course forum ● Peer coaching session (here)
<p>Week 7</p>	<p>Bonus Lesson</p> <ul style="list-style-type: none"> ● Different bonus videos and good reads containing tips and tricks, equity and inclusion and a final podcast on leading from the heart
	<p>Post-training evaluation survey that will be sent to participants in week 7</p>

We recommend that you block 2-3 hours per week (more is better) for the course to be able to digest the content within the 40 days course duration. The course tier you have chosen, tier 3, is entirely self-paced and asynchronous; your interaction with other course participants therefore takes place on the course platform's discussion forum - so be sure to make use of this resource for peer to peer learning.

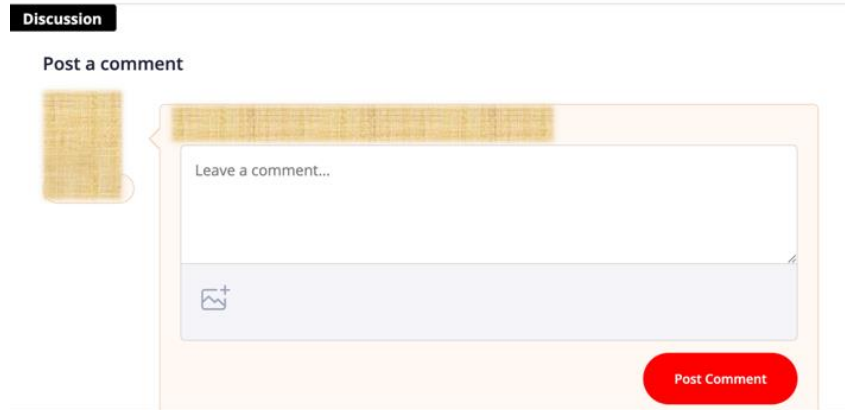
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Every lesson addresses a self-contained topic with narrated slides, videos, readings (both optional and required), podcasts and your learning journal. All activities are designed based on adult learning theories.

The Learning Journal & Cohort Interaction:



The learning journal is for your personal use. You are encouraged to interact with your peers in the cohort using the questions from the journal through the comment option (see below) on the platform.



The learning Journal is fillable and downloadable in each lesson. You can download it once and for all and use it across the lessons. It contains some case studies that you can do and self-assessment tools. It is a good tool to keep notes and major learnings and reflect on the aha moments!, surprising facts, and actionable objectives on how you plan to incorporate what you learn in your daily routine.

Finally, we consider the course a safe space for sharing and reflection on practices and thus, everything that is shared within the course needs to stay within the course space.

Happy Learning!