

Manage Your Teams Agenda

August 4, 2023

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| 9:00 | Welcome, Introductions, Review of Objectives, Expectations |
| 9:30 | How has your role/work shifted? |
| 9:50 | Break |
| 10:00 | Understanding Teams: What's important to know now |
| 10:30 | Understanding Virtual Teams, Organizational Questions and Challenges present in managing remote teams |
| 10:50 | Break |
| 11:00 | Managing: Running Meetings, Managing Performance |
| 11:45 | Lunch |
| 12:30 | Maintaining Productivity, Addressing Individual Health Concerns and Maintaining Culture during difficult times |
| 1:30 | Application |
| 2:15 | Break |
| 2:30 | Planning |
| 3:00 | Adjourn |