Leading and Managing Remote Teams

Many organisations are switching to remote working as part of a deliberate strategy. This brings with it, far greater employee responsibility, empowerment and personal development. Managing a team based in many different locations requires management skills beyond those used in everyday people management. You will need to be strategic, objective and a strong communicator who inspires individuals to succeed and be content whilst working remotely. At the same time you will need to build and develop a feeling of understanding, community and team spirit amongst team members based in different locations. In this interactive and practical workshop, you will:

- Understand what makes an effective remote team
- Explore the impact of remote working on performance
- Sustain personal effectiveness and productivity
- Adjust to working based on trust and interdependence
- Motivate remote workers
- How to run effective team briefings and meetings
- Managing change, stress and anxiety

Who Will Benefit?

Managers with the responsibility of managing a team or teams working in remote structures and/or locations nationally or internationally. This course is also beneficial to managers of cross-functional project teams.

Course Outline

Introduction

- Benefits and challenges of remote working
- Working together apart
- Key differences in management of remote vs. co-located teams
- What remote workers expect from their leaders/managers
- Exploring the issues (hot buttons) for remote managers and remote workers

High Performance Remote Team

- Characteristics of a high performance remote team
- Team structures and span of control
- The role of a remote team leader
- Applying situational leadership to remote team management
- Developing Remote Workers
- Distance coaching models
- Motivating individuals at remote sites
- Delegation from afar

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- Harnessing potential and maximising productivity
- Giving negative performance feedback constructively

Management by Remote Control

- Management by objectives
- Setting performance measures
- Staying in touch with the action

Communication

- The communication effectiveness model
- Dealing with difficult people remotely
- Suiting the channel and method to the purpose of communication
- Popular distributed communication technologies
- Planning and running effective team sessions
- Making the most of a remote team meeting
- Email habits

Keeping the Team Purposeful

- Keeping the team focused and energised
- Developing trust in the team
- 7 pillars of successful remote team management

Duration

1 Day

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