MANAGING A REMOTE TEAM EFFECTIVELY

Dates and duration to be agreed upon

Location to be agreed

Please contact us for a personalised quote

OBJECTIVES

- Identify and assess one's current practices.
- Identify the relevant levers for action to manage a remote team.
- Determine the key factors for success and crucial points.
- Take ownership of specific operating rules: remote leading, delegation, control, reporting and communication.

THE BENEFITS OF YOUR TRAINING

- - Varied tools and approaches for effecient remote management,
- Examples and case studies

TARGET AUDIENCE

Top managers and managers

GOOD TO KNOW

Example of a 5 days programme

EDUCATIONAL PROGRAMME

Module 1

Basics of team management

- Role and responsibilities of the manager.
- Components of the manager's authority, leadership.
- Organising the work of one's team and defining objectives.
- Knowing how to plan, accompany, supervise and arbitrate, share and communicate one's results.
- Knowing one's strengths and weaknesses as a manager.

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Module 2

From proximity management to remote management

- Understanding the issues of remote management:
- similarities and differences with proximity management;
- types of distances, specific features and constraints of remote management.
- Identifying the requirements of remote management:
- employees' expectations: understanding the requirements of one's off-site teams, identifying the weak signals of ill-being and combating the sense of isolation;
- activities requiring proximity handling.
- Mastering the key roles and skills of remote management:
- clarifying the manager's objectives and added value;
- organising and scheduling the work remotely, and prioritising actions;
- defining the communication modes and frequency within the team;
- defining rules of operation.

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Module 3

Tools and good practices of remote management

- Acquiring and implementing the communication methods linked with the new technologies: email, chat, videoconference, conference call, shared calendar, etc.
- Structuring the team's practices and paces.
- Mobilising and motivating a remote team: empowering and identifying successes.
- Learning supervised delegation and giving autonomy.
- Building and leading an action plan remotely.
- Setting up a reporting system.

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Prerequisites : Have held or currently hold a position related to the training theme