



Implement practices and behaviors that contribute to the successful management of remote teams.

This workshop focuses on the skills needed to manage teams over different geographic locations. The workshop offers managers a set of practical tools to create and maintain a sense of teamwork among employees across different work sites. This dynamic workshop includes group interaction, exercises, role-play, and action planning.

OBJECTIVE:

Successful completion of this course will increase the participants' knowledge and ability to:

- Assess the benefits and challenges of remote leadership
- Ensure that all team members' perspectives and expertise are "on the table"
- Develop expectations for communication and meetings using a "team charter"
- Produce collaborative solutions to critical issues utilizing input from the entire team
- Develop and maintain trust
- Address team conflicts
- Avoid the tendency to micromanage
- Engage in proactive coaching
- Conduct team business effectively through effective email and conference calls
- Acclimate new employees to the team successfully
- Celebrate team accomplishments
- Individual Action Planning



MANAGING REMOTE AND VIRTUAL TEAMS

COURSE TOPIC SERIES:

1. Team Essentials for Remote Teams
2. Building Trust and Accountability Among Remote and Virtual Teams
3. Effective Virtual Communication
4. Conflict Management Among Remote Teams
5. Providing Feedback and Coaching Remotely
6. Recognizing Remote Team Success in a Virtual Environment

PARTICIPANTS RECEIVE:

- Coaching throughout the session
- Evaluation of strengths/areas for improvement
- A workbook/reference manual

LENGTH OF SESSION:

Six One-Hour Virtual Modules

CLASS SIZE:

Maximum class size is up to 20 participants.