

**DURATION:** A one day course

**SUITABLE FOR:** any managers, team leaders and project managers who manage virtual or remote teams, or off-site employees and projects. It will enable and encourage you to be more pro-active and give you tools and frameworks which will help you to distance manage your team members more effectively.

## COURSE OUTLINE:

### OBJECTIVES:

**By the end of the course delegates will be able to:**

- Gain a deeper understanding of the issues and skills to improve effectiveness in distance managing
- Have increased their confidence and motivation to develop effective approaches to distance management
- Appreciate the importance of developing relationships and trust with direct reports/colleagues being managed remotely
- Understand how you can improve the performance of your virtual team
- Gain a better understanding of the effective use of technology
- Have used tools which contribute to improved relations with direct reports/colleagues being managed remotely.

### PROGRAMME:

#### Introduction & Workshop Objectives

- What are we going to cover?
- What are my priorities for the day?

#### Setting the scene

- Defining distance management – When a virtual team really is virtual
- Context
- The opportunity

#### Successful management of remote staff members

- Building and maintaining relationships
- Difference between face-to-face and distance relationships
- Using tools to help you
- Managing expectations – practice how to do it

#### Leading virtual teams

- Characteristics of success – Teams, Leaders, Organisations
- Learning from others

#### Use of technology

- How can it help productivity
- Agree when to use what

#### Applying the learning

- How to get off to a good start
- Put it all into practice

#### Conclusion

- Recap of what has been learned
- Creating an Action Plan for the future