

Course Overview:

In this training course, learn how to successfully lead and manage individuals and teams who work in different locations. Acquire the tools, skills and methodologies that will help you to overcome the significant obstacles that are created by working in this way.

Course Objective:

- Establish compelling performance goals
- Create staff accountability
- Build effective relationships
- Strengthen team cooperation
- Delegate responsibilities
- Use distance technology
- Deliver performance feedback
- Meet project deliverables
- Identify and manage emotions

Course Outline:

- Common Challenges of Remote Work
- Lack of face-to-face supervision
- Lack of access to information
- Social isolation - Distractions at home
- How Managers Can Support Remote Employees
- Establish structured daily check-ins
- Provide several different communication technology options
- Establish “rules of engagement”
- Provide opportunities for remote social interaction
- Offer encouragement and emotional support
- Interactive Discussion
- Run an open panel discussion to allow participants to present their comments and cases studies in order to brainstorm and cross exchange experiences with full supervision by the trainer

Who Should Attend:

Anyone who manages people that work at a distance

Training Language:

Eng/Ar

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation