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Managing Remote Teams

Course Overview

In light of the growing complexity of global markets and the corresponding advances in technology, virtual teams pose a new dimension of work, structured to transcend distance, time zones, and organizational boundaries. They are images of the future that are here with us today.

Approach

The purpose of this training is not to replace your ideas regarding management or supervision, but to hone them to better support, manage and facilitate a 'distributed', flexible work structure. This program offers team leaders a toolkit addressing the key concerns faced by virtual team leaders today: Team and individual performance management and effective group processes & communication. In this training, learners will understand the team dynamics in a virtual environment and the factors that affect it, enabling them to form and maintain high performance teams.

Duration

1 Day

Training Objectives

At the end of this training you will be able to:

- Recognize the characteristics of an effective remote team.
- Set up a structured remote team.
- Overcome communication barriers unique to virtual environments.
- Facilitate team collaboration and process improvement.
- Establish effective multicultural communication processes.
- Remotely manage people and tasks.
- Reduce information loss and distortion.
- Build and promote trust in the team.

Topics

- Successfully construct, launch and maintain high-performing virtual Teams
- Motivate & develop teams managed remotely
- Identify the barriers to effective communication & implement processes to overcome barriers
- Create a working relationship of "belonging to a team" for all remote team members
- Understand the available technological means to ease remote communication
- Coordinate and manage team objectives using technological means
- Track individual and team performance
- Evaluate the project and its partakers

Program Schedule

Day One



Introduction & Welcome

- Program Objectives
- Personal Objectives
- Leading Change

What are Remote Teams?

- Myths and Realities

Managing Remote Teams

- What enables me to Manage?
- Managing People you can't see
- Challenges in Remote Team Management
- The Organizational Levels Model
- Overcoming the Challenges

Communication in Remote Teams

- Different Types of Interaction
- Comparing Communication Methods
- Resolving Communication Challenges

Trust

- Achieving Trust in Remote Teams

Knowledge Management

- Information and Knowledge
- Pieces of Information
- Successful Knowledge Management

Setting up a Remote Team

Personal Action Planning

