

TEAM LEADERSHIP SKILLS FOR MANAGING REMOTE WORKERS

Aim and Approach

Remote work is becoming ever more common in Irish workplaces. This training is designed to build skills and competence to enable leaders best meets the demands of remote working arrangements for employees.

The aim of the training is to work on preparing leaders and their people for the remote working environment; developing key communication skills, relationship management techniques, practical tools and solutions for effectively operating in remote working arrangements.

The training will use reflection and self-development techniques to address the areas of communication, trust, culture wellbeing and individual differences in Remote Working and consider and reflect on key actions required to ensure successful remote working.

Audience

The training is aimed at new and existing managers and team leaders of teams with remote workers and those keen to explore remote work arrangements. The training is tailored to consider the needs of managers and team leaders managing partly or fully remote employees, operating in partially or fully remote organisations.

Objectives

On completion of this programme Participants will be able to:

- Reflect on personal management and communication styles and how these impact on remote workers.
- Learn how to support collaborative remote working.
- Develop tools for effective communication and collaboration with remote workers.
- Develop skills in building trusting working relationships.
- Explore well-being in the remote working context.
- Reflect on and develop personal action plans for building your own management capacity

Duration: 1 Day (6 hours) , 2 half days (3 hours each) or 3 2-hour sessions over 3 days

Pre-Work:

Each leader should complete the following tests before the workshop and bring their results to the event;

- RemoteWorkQ
- Belbin's Self Perception Inventory

Participants will receive a copy of their report and one to one feedback on it.

Structure of the day

Please note this programme is fully online and delivery time will be agreed with the client.

Agenda

- Introductions, Objectives and Agenda
- Introduction to Remote Work: Types, Prevalence, Benefits and Challenges.
- Personality and Remote Working: Type theory and impact on communication, well-being, feedback for Remote Working, self-reflection and strategy identification to deal with potential challenges.
- Culture and Remote Work: Examine and understand how culture supports or impedes the roll out of remote arrangements.



- Adapting to a changed work environment and how to help your team cope with Covid -19 impacts on the workplace.
- Tools: Types of tools used in Remote Working and how these can be harnessed effectively, including self-assessment of tools used, effectiveness and potential gaps.
- Communication and Collaboration in Remote Work: Emphasis on role of communication, focus on tips for communication remotely, stakeholder identification and management, differences between communication and collaboration.
- Building Relationships and Trust: Role of trust, iterative nature of trust and how trust can be intentionally fostered in remote working relationships, expectations and responsibilities in remote working relationships.
- Psychological Safety in Remote Teams: Examining remote team formation, agility and psychological safety-how to work effectively together in a Remote Work environment.
- Performance Management: Examining best practice in delivering feedback and tracking performance in remote working arrangements.
- Well-being: Exploring boundary theory, time management, work environment and social needs and supports.
- Fun in the Remote Environment – a few team building activities suggestions