

## OBJECTIVE

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

## STRATEGY

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.

## COURSE OBJECTIVES

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

- Assess the benefits and challenges of remote supervision
- 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

## PARTICIPANTS RECEIVE:

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



# MANAGING REMOTE TEAMS

## CLASS SIZE

Maximum class size is 16 participants.

## EXPENSES

The Training Edge, LLC will be reimbursed for all reasonable travel expenses for airline and ground transportation, hotel accommodations, meals, parking, tips and shipping of materials.