



1 COURSE OUTLINE

Course: **Working Remotely –A Practical Approach to Managing Team Members**

Contact Hours: 12

Pre-requisite: Working Knowledge of English language

1.1 Abstract

This course will help managers to effectively support remote teams and individuals and boost the performance of remote teams' members.

1.2 Target Audience

This short course is ideal for persons who are looking for practical ways to improve the performance of remote teams. These include people who:

- Manage remote teams
- Work remotely
- Groups that are geographically dispersed and want to improve their performance

1.3 Learning Outcomes

By the end of this course participants would be able to:

1. Explore ways to improve communication and build the sense of community
2. Creating individual habits that boost productivity
3. Apply best practices for managing your team online.



1.4 Topics Covered

Sessions 1 and 2: Improving Communication and Community

- Assessing your current situation
- Managing the changes involved in managing remote teams
- Strategies for improving communication and building a sense of community

Session 3: Managing Individual and Team Performance

- Creating a team plan
- Creating the work environment, outside of the office
- Assessing Team Performance

Session 4: Creating Habits of Success

- Identify possible leadership styles that might work
- Establishing a virtual culture where team members are supported
- Building in accountability