

# Virtual / Remote Team Leadership

## Introduction

Virtual working is now commonplace in many companies and organizations. Managers oversee their employees and work processes remotely, location-independent teams and work groups collaborate with each other and new technologies support the communication, coordination and collaboration processes.

Virtual collaboration needs clear structures, depending on the individual situation. There are three main success factors that every manager needs to consider - people, virtual management, and technologies and methodological skills. It is up to the virtual manager to work with his employees on ways to define and implement these structures.

This course aims to reduce the many challenges associated with remote leadership and virtual collaboration and to find practical ways for managers to be able to ensure their teams deliver sustainable high performance.

## Objectives

By the end of this course, participants will be able to:

- Identify the challenges and benefits of remote team management
- Explore remote management and leadership
- Consider how remote management differs from on-site management
- Discuss how to ensure Recruitment & Onboarding are done with the remote worker in mind
- Develop a Team Charter to establish a productive remote culture
- Compare popular Technological Tools and what is needed to be able to run a remote team efficiently and effectively
- Clarify the Goals and Objectives for their teams
- Determine clear Roles and Responsibilities for each team member that ensure the Goals and Objectives have best chance of success
- Establish reporting & Performance Measurement processes
- Discuss the challenges around Time Management and in particular, Managing across time zones
- Determine mediums, modes and methods of Communication and how to use them more effectively
- Develop strategies to ensure levels of motivation and morale are kept high
- Consider the relationship between team members and how they share information, skills and experience with each other

## Content

A sample of what is covered includes:

### The challenges of Remote Management

- The challenges of remote team management
- The benefits of remote team management
- Remote Management v Remote Leadership
- Leading Onsite v Leading Remotely

### Establishing a Remote Team

- What type of team? Remote and Virtual Teams
- Recruitment & Onboarding
- Building a team culture - Team Charter
- Technological Tools

#### **Remote Management - Systems, processes and Organisation**

- Clear objectives
- Roles and Responsibilities
- Reporting & Performance Measurement
- Time Management - Managing across time zones

#### **Remote Leadership - Communication, Motivation, Collaboration**

- **Communication** - The mediums and methods we have available and how to use them more effectively - including remote meetings, social media, emails and the phone
- **Motivation** - How to ensure levels of motivation and morale are kept high
- **Collaboration** - the relationship between team members and how they share information, skills and experience with each other

