

Managing from a Distance

INTRODUCTION

With Organisations becoming more diverse with multiple sites and staff working from satellite offices, Managers are having to manage people more remotely.

This requires Managers to have different skills, the aim of this course is to tackle the problems of remote management and provide solutions to achieve success through the team.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- **Identified** the skills required to manage people remotely
- **Identified** their strengths and areas for development
- **Reviewed** methods of creating a team spirit despite the remote working environment
- **Overcome** the barriers to effective communication with the team
- **Reviewed** methods to achieve change within the team to improve results
- **Reviewed** methods of empowering your team
- **Prepared** an action plan for implementation in the workplace.

COURSE DURATION: 2 Day Course

COURSE CONTENTS

Managing People Remotely

Identify the skills needed to manage people remotely
Review your skills against the profile

The Role of the Leader

Creating the right environment
Keeping communications a priority
Evaluating skills levels within the team

Creating a Team Spirit

Communication
Barriers to effective communication
One to one meetings
Empowering your team

Managing Change

Working with your team through change
The need for change and the practicalities of achieving it

Motivation and Commitment

Motivating from a distance
Gaining commitment from your team

Supervision and Control

Being aware of problems created by distance
Managing problems as they arise
Keeping control of your team and their activities

Personal Development Action Plan

(Implementation Plan for action points agreed within the programme, with timescales for achievement)

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