

Managing Remote Teams in 2020

Course Outline (on-line delivery)



Learning Outcomes

On completion of this workshop, participants will...

- Be aware of the four key areas to pay attention to when managing fully remote teams during the COVID-19 crisis
- Understand the range of practical strategies and actions available in each of the four key areas
- Have started identifying specific actions to implement that will improve effectiveness of their remote team
- Have connected with other leaders faced with the immediate challenge of remote team management

This workshop is for team leaders who have suddenly found themselves needing to manage a fully remote team due to the COVID-19 crisis. The workshop itself will be using Zoom remote meeting technology and other in-session technology tools. Guidance will be provided prior to the session and during session to ensure comfort in using these tools. The workshop will also be supported by a workbook that includes take-away tips and hints.

Workshop Outline

Group
size
5-8

1. Welcome and introductions

- Setting up people to use the remote technologies
- Brief introductions of all participants

2. Checking in

- Brief check-in with how people are feeling

3. Key areas of focus

- Explore each of the 4 key areas of focus – *Clarify, Communicate, Connect, Care*
- Tips on strategies and actions for each of these key areas
- Sharing of ideas and strategies amongst the participants
- Individual sense-making – things to start, stop, change, continue

4. Other live challenges

- Identify key issues/challenges for exploration
- Facilitated plenary discussion and sharing of ideas
- Consider opportunity for the learning group to re-convene and further share their experiences

5. Key takeaways

- Individual reflection and identification of key actions
- Check-in about how people are feeling now

Option for additional facilitated 60-90 minute check-in 2-4 weeks after session

3
hrs