



Management And Leadership

Managing Remote Teams

Course Introduction

Working remotely has been the new norm for most of the businesses nowadays. With this new system comes a new set of challenges for managers who have been trained within the parameters of the traditional workplace.

Lead remote teams

This training course is designed to provide participants with the relevant concepts and foundational skills that a manager should consider in order to work with, manage and lead remote teams. This will allow participants to create new and effective managerial and leadership behaviors while maintaining highest levels of productivity and accountability in a remotely driven work environment.

Target Audience

Managers and Team Leaders.

- Aspiring Leaders.
- Human Resources Professionals.
- Project Managers.
- Executives and Senior Leaders.
- Entrepreneurs and Business Owners.
- Anyone Interested in Team Dynamics.

Learning Objectives

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

- Gain a comprehensive understanding of the essential skills needed to work remotely as a manager.

- Effectively use technology and tools to support communication within the team
- Develop the skills required to effectively manage teams and individuals remotely
- Enhance communication and feedback approach with remote team members and individuals
- Establish a virtually engaging working environment for the employees that enhances focus and trust amongst team members.
- Monitor and track task progress and performance management of remote employees to achieve success

Course Outline

• 01 Day One

WORKING REMOTELY FOR MANAGERS

- Managing your mindset
- Mental readiness
- Psychological readiness
- Physical readiness

The Home Office Setup

- Selecting the place
- The basics of a home office
- Important handy tools
- Organizing yourself

• 02 Day Two

Preparing and organizing for remote meetings

- The objective
- The agenda
- Pre-meeting material
- The technology
- One-on-one meeting essentials
- One-on-team meeting prerequisites

MANAGING YOUR TEAM REMOTELY

- Critical skills to manage remotely
- Getting comfortable with technology

Mastering remote communication challenges

- The language
- The pace
- The clarity
- The gaps

• 03 Day Three

Remote scheduling and planning

- Typical challenges with remote meetings
- The frequency
- The remote employee
- The remote team

Acing expectations from a distance

- Minding the manners
- How to be crystal clear with goals and objectives
- Gaining the right level of commitment
- Achieving the desired performance
- Sharing the right levels of feedback

• 04 Day Four

MANAGING YOUR TEAM REMOTELY (CONTINUATION)

Effective distance management

- Challenges with distance management
- Managing remote individuals and teams effectively
- Assigning roles and responsibilities
- Resolving performance issues remotely
- Holding fruitful conversations
- Elevating the quality of remote participation

Remote problem solving

- Selecting the right tools
- Using the right platform
- Tracking progress
- Dealing with constraints
- Working with unfamiliar and urgent situations
- Enhancing the remote learning agility

• 05 Day Five

LEADING REMOTE TEAMS

- Task Relevant Maturity (TRM) Framework
- Leading with trust
- Delegation and self-management
- Extending emotional and technical support
- Listening and communicating effectively
- Commitment, accountability and results
- Managing moral issues and feelings of isolations
- Managing yourself and staying motivated

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 16, 2025	June 20, 2025	5 days	4950.00 \$	England - London
Sept. 8, 2025	Sept. 12, 2025	5 days	4250.00 \$	UAE - Dubai
Dec. 1, 2025	Dec. 5, 2025	5 days	4250.00 \$	UAE - Dubai