

Working in Distributed Teams

Target Audience: Individuals and/or teams that work remotely from their manager, whether at a company office or home office.

Key Learning Outcomes

- Assess your remote working situation and explore how to overcome the challenges associated with remote working.
 - Explore best practices on how to stay in touch with the team and your manager.
 - Learn more about your personal motivation and how to motivate others.
 - Discover how best to use the various communication channels/media available to you and the team.
 - Learn about the cultures in your team and how to work effectively within a multi-cultural team.
- Enhance your effectiveness as a remote worker.

Course Delivery

- ✓ Theory: Latest best practice
- ✓ Team discussions and exercises
- ✓ Self and team assessment
- ✓ Technique application practice
- ✓ Case studies
- ✓ Business problem solving
- ✓ Personal action planning

Course Outline

MORNING SESSION

Remote Working Challenges

- Challenges in Working Together Apart
- Team Exercise: Maximise Investment
- Factors for Assessing Remote Working Complexity

Staying in Touch

- Balancing Local Loyalties and Corporate Loyalties
- Staying in touch with the Broader Team
- Keeping the Manager Informed of Status and Issues
- Raising your Visibility with your Manager/s

Communication Effectiveness in Distributed Working Teams

- Communication Channels, Media Richness and Channel Hierarchies
- Matching the communication Channel to the Communication Need
- Team Exercise: Remote Problem Solving

AFTERNOON SESSION

Cultural Considerations

- Working with Different Cultures and Personality Styles
- Understanding Hofstede's Cultural Dimensions

Keys to Success

- Building and Maintaining Trust in the Team
- How to Keep yourself Motivated
- Agreeing a Team Code of Cooperation
- 10 Pillars of Successful Remote Working

This course has about 30% theory – the rest comprises practical exercises, group discussion and team workshops.

Pre-Course Work: Completion of Pre-Course Questionnaire and *Motivation Self Assessment*

Course Material: Includes facilitator's slides, exercise worksheets, background reading/articles and recommended books

Ideal Number of Participants: 9

Maximum: 20

Minimum: 6