A MANAGER'S GUIDE FOR REMOTE WORKERS

Course code: CH319
Duration: 3.5 hours

Course description
This workshop will help leaders and managers recognize remote work challenges and benefits. Participants will also learn how to leverage proven tactics and techniques to support and motivate remote workers.
Individual exercises combined with interactive group discussions will guide participants to apply learnt skills to engage and motivate remote workers.

Target audience
This course is intended for managers, team leaders and anyone interested in learning how to manage their remote workers.

Course objectives

- Recognize remote work challenges and trends;
- Understand the benefits of remote work and reference associated findings;
- Leverage proven tactics, techniques, and strategies in actively supporting and motivating remote workers;
- Identify practical tips for managing remote workers

Course Outline

Module 1: Course Introduction
- Objectives
- Logistics

Module 2: Remote Work Challenges and Trends
- Common Challenges
- Common Questions
- Managing Remote Work Challenges
- Work/Life Balance
- Remote Work Trends

Module 3: Remote Work Benefits and Findings
- Attract/Retain Talent
- Higher Engagement/Increased Productivity
- Cost Savings for Employee/Employer
- Environment/Health

Module 4: Supporting and Motivating Remote Workers
- Proven Tactics
- Staying Productive/Dealing with Distractions
- Pomodoro Technique
- Supporting and Motivating Remote Workers

Module 5: Tips for Managing Remote Workers
- Tips for Remote Team Leaders
- Tips on Management/Leadership skills applied
- Tips to Evaluate Remote Teams

Module 6: Presentation Closure
- Additional Reading Sources
- Recap
- Questions/Answers

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