

THE ONLINE SERIES

MANAGING REMOTE WORK

A STRAIGHTFORWARD GUIDE TO
ADAPTING YOUR WORK AND
TEAMWORK TO REMOTE
ENVIRONMENT

LIST OF COURSES

INDIVIDUAL LEVEL

**Adapting to virtual
communication**

Design online presentations

Deliver online presentations

ADAPTING TO VIRTUAL COMMUNICATION



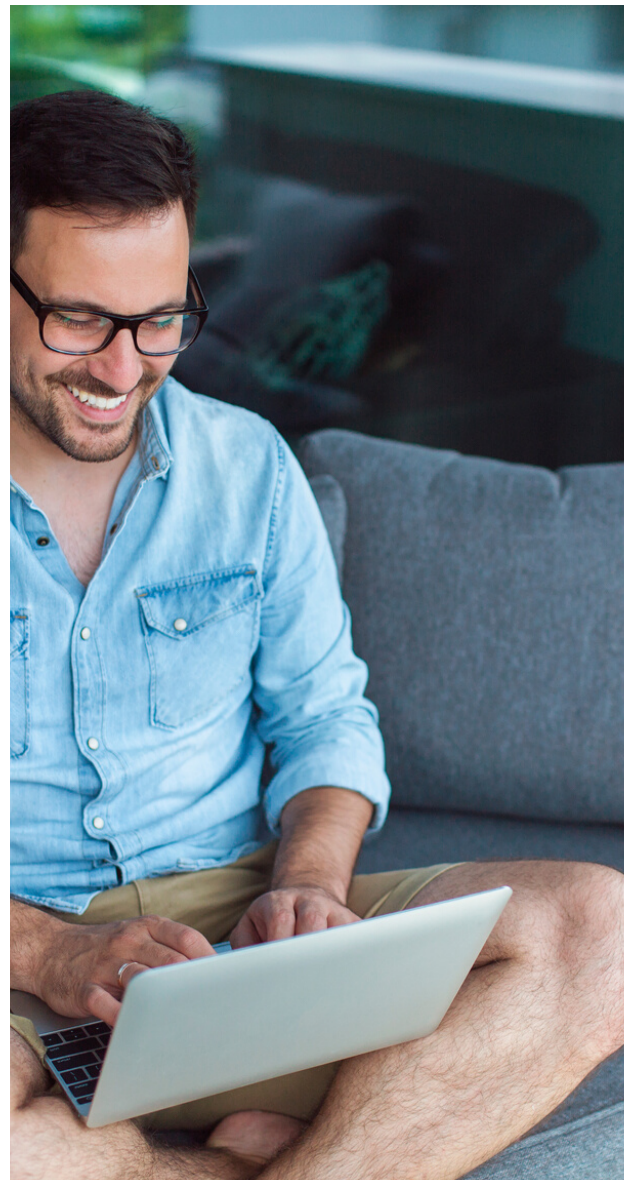
Communication is impacted by remote setup in several ways, from selecting the right tools and technology to adapting your style to better catch the audience. This workshop takes participants through 10 practical ways to adapt to virtual communication tools.

AGENDA

- What changes in virtual communication
- Selecting the right tool - when to use a meeting, have a call or just go for email?
- Fighting communication fatigue - getting to the point early on
- 10 things to care about in virtual setting

SETUP

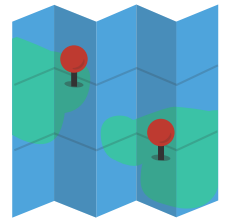
90 minutes online session



Presentations are a core part of any role in an organization - from reports, statuses to persuading the audience to take action. But when your presentation has to keep the audience focused online, things are a bit more complicated. You want to be crisp, mind the lower attention span and involve the audience at key moments.



DESIGN ONLINE PRESENTATIONS



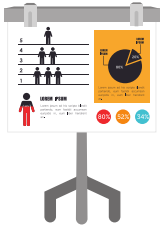
AGENDA

- The different setup of an online presentation
- The key success factors - attention, content, interaction
- Structuring your slide deck for better visibility
- Interaction by design
- Technical PowerPoint tips that work online

SETUP

120 minutes online session
Practical examples

DELIVER ONLINE PRESENTATIONS



Presentations are a core part of any role in an organization - from reports, statuses to persuading the audience to take action. But when your presentation has to keep the audience focused online, things are a bit more complicated. You want to be crisp, mind the lower attention span and involve the audience at key moments.

AGENDA

- Engage the audience from the start
- Deal with camera off situations
- Manage the pace of the presentation and the use of breaks
- Addressing questions and dealing with "silent-mode" attitude

SETUP

120 minutes online session
Practical examples



LIST OF COURSES

TEAM LEVEL

Remote meetings

Managing remote teams

Team engagement @ distance

REMOTE MEETINGS



Probably the most used interaction method in remote work, meeting keep team together and focused on tasks. But online meeting have their challenges as people experience different stress levels, interaction is different and fatigue quickly becomes a performance risk.

AGENDA

- Things to do and avoid in online meetings
- Reasons to call and not call a meeting
- Why people behave differently than physical meetings?
- Building agendas for online
- Setting the pace of the meeting

SETUP

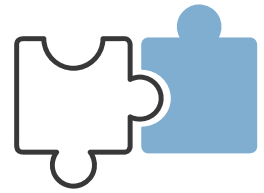
120 minutes online session



As a manager, you need to be connected with your team and team members. Online management however is different and although it doesn't change the core of what a manager does, it comes with some challenges - from using the right tools to delegating work differently.



MANAGING REMOTE TEAMS



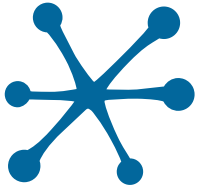
AGENDA

- Charting your team capability
- Tools for team communication
- Providing feedback at a distance
- Agile frame for team-work
- Delegating at group level

SETUP

120 minutes online session
Practical examples

TEAM ENGAGEMENT @ DISTANCE



It is a fact that teams working remotely for the first time experience changes in engagement and motivation levels.

This workshop teaches you how to keep your team together and support their transition to remote working tools.

AGENDA

- Motivation shifts in working remote
- The ingredients of a remote efficient team
- Dealing with out-of-sync work styles
- The 3 conversations needed for any team member

SETUP

120 minutes online session
Practical examples



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