

HOW TO EFFECTIVELY MANAGE REMOTE WORK GROUPS AND TEAMS

THE
Carroll-Heller
GROUP, LTD.

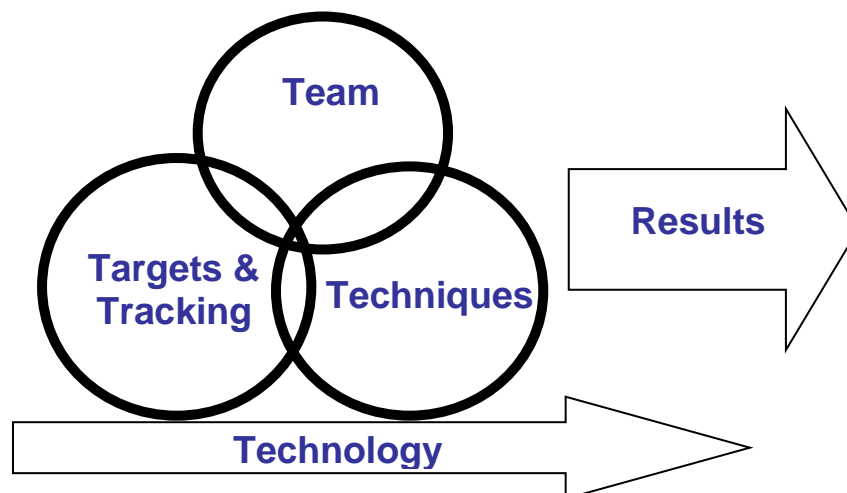
OVERALL OBJECTIVE

The **How to Effectively Manage Remote Work Groups and Teams Session** aims to equip you with the skills and techniques to constructively empower a remote or virtual team to achieve its objectives, while functioning effectively as a team and having a sense of being an integral part of the organization.

OUTCOMES

You will learn how to:

- ▶ Utilize an inclusive style
- ▶ Identify potential obstacles
- ▶ Conduct effective virtual meetings
- ▶ Understand your, and your team's, fears
- ▶ Work through a collaborative communication process
- ▶ Manage performance using project management principles
- ▶ Use tools to ensure targets are met and the team relationships remain intact



CONTENT

1. TEAM

- 1.1 The Good, The Bad, and The Ugly
- 1.2 Identify the Distinct Needs of a Virtual Team
- 1.3 Explore the Impact of Culture on a Remote Team
- 1.4 Build Trust and Maintain Connections in a Virtual Team
 - 1.4.1 Establish Rules of Engagement
 - 1.4.2 Create Parameters for Conflict Management

2. TARGETS & TRACKING

- 2.1 Distinguish Remote Team Members' Roles & Responsibilities
- 2.2 Analyze Stakeholders
- 2.3 Identify Possible Challenges
- 2.4 Break Down the Objectives, Deliverables, and Tasks
- 2.5 Begin the Performance Monitoring Process
- 2.6 Coach for Improved Performance in a Virtual Environment

3. TECHNIQUES

- 3.1 Communicate Through a Collaborative Process
- 3.2 Apply Influencing Skills with a Remote Team
- 3.3 Build Skills to Facilitate Virtual Team Meetings
 - 3.3.1 Apply Problem Solving Tools
 - 3.3.2 Hold Impactful Conference Calls
- 3.5 Work Through a Current Remote Team Challenge
- 3.6 Virtual Leaders and Team Members Competency Checklist
- 3.7 My Commitments



Your Total Training Resource

Registration Information

Time: This is a 3 hour workshop delivered in 1 session.

Pricing: The per person fee for 1-2 participants is \$195.00; for 3 or more the fee is \$165.00 per person.

Other Information:

- The session will be delivered on the Zoom platform so all participants will work from their own workspace and use their own computer. Zoom has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- *To register we will need the name of each participant and their email address.*
- Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the Zoom training room at least 15 minutes (8:45 AM) before the start time.
- The session will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the [online registration form](#).

Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarroll@c-kg.com or

Phone: (630) 495-0505 or (800) 869-7497.

Register online: [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

[To see a complete list of our current workshops click here.](#)

Customized onsite and virtual workshops are also available.

Please contact us with any questions or concerns you may have. Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarroll@c-kg.com or Phone: (630) 495-0505 or (800) 869-7497.