Managing Remotely

Length: 1/2 Day

Summary: Now more than ever strong and visible leadership is needed as employees had to make this very quick transition to remote work.

Leadership/Management and Employees alike are adjusting to this new world but are they connected? Are they fluid with the information flow? Are they leading or watching? This course will teach students effective Time Management Principles, Transformational Transparencies and Leadership Skills.

COURSE CONTENT

Module 1: Benefits of Remote Employee Management

- Introduction and Benefits

Module 2: Keeping Remote Employees on Track

- Time Management Principles
- What do you want from your remote employees?
- What do your remote employees want?

Module 3: Communication

- Communication Channels & Tools

Module 4: Building Team Strategies and Motivating Remotely

- Building Team Relationships
- Motivation