



Consulting and Training | Reach New Heights

Course Name

Managing Remote Teams

Sector Name

Management And Leadership

Document Type

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Managing Remote Teams

Course Introduction

Working remotely has been the new norm for most businesses nowadays. With this new system comes a new set of challenges for managers who have been trained within the parameters of the traditional workplace.

Lead remote teams

This training course is designed to provide participants with the relevant concepts and foundational skills that a manager should consider in order to work with, manage, and lead remote teams. This will allow participants to create new and effective managerial and leadership behaviors while maintaining the highest levels of productivity and accountability in a remotely driven work environment.

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Managing Remote Teams

Target Audience

- ✓ Managers and Team Leaders.
- ✓ Aspiring Leaders.
- ✓ Human Resources Professionals.
- ✓ Project Managers.
- ✓ Executives and Senior Leaders.
- ✓ Entrepreneurs and Business Owners.
- ✓ Anyone Interested in Team Dynamics.

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Learning Objectives

- ✓ Gain a comprehensive understanding of the essential skills needed to work remotely as a manager.
- ✓ Effectively use technology and tools to support communication within the team
- ✓ Develop the skills required to effectively manage teams and individuals remotely
- ✓ Enhance communication and feedback approach with remote team members and individuals
- ✓ Establish a virtually engaging working environment for the employees that enhances focus and trust amongst team members.
- ✓ Monitor and track task progress and performance management of remote employees to achieve success

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Managing Remote Teams

Course Outline

✓ **01 Day One**

Working Remotely For Managers

- ✓ Managing your mindset
- ✓ Mental readiness
- ✓ Psychological readiness
- ✓ Physical readiness

The Home Office Setup

- ✓ Selecting the place
- ✓ The basics of a home office
- ✓ Important handy tools
- ✓ Organizing yourself

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Course Outline

✓ 02 Day Two

Preparing and organizing for remote meetings

- ✓ The objective
- ✓ The agenda
- ✓ Pre-meeting material
- ✓ The technology
- ✓ One-on-one meeting essentials
- ✓ One-on-one meeting prerequisites

Managing Your Team Remotely

- ✓ Critical skills to manage remotely
- ✓ Getting comfortable with technology

Mastering remote communication challenges

- ✓ The language
- ✓ The pace
- ✓ The clarity
- ✓ The gaps

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Course Outline

✓ **03 Day Three**

Remote scheduling and planning

- ✓ Typical challenges with remote meetings
- ✓ The frequency
- ✓ The remote employee
- ✓ The remote team

Acing expectations from a distance

- ✓ Minding the manners
- ✓ How to be crystal clear with goals and objectives
- ✓ Gaining the right level of commitment
- ✓ Achieving the desired performance
- ✓ Sharing the right levels of feedback

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Course Outline

✓ **04 Day Four**

Managing Your Team Remotely (Continuation)

- ✓ Effective distance management
- ✓ Challenges with distance management
- ✓ Managing remote individuals and teams effectively
- ✓ Assigning roles and responsibilities
- ✓ Resolving performance issues remotely
- ✓ Holding fruitful conversations
- ✓ Elevating the quality of remote participation

Remote problem solving

- ✓ Selecting the right tools
- ✓ Using the right platform
- ✓ Tracking progress
- ✓ Dealing with constraints
- ✓ Working with unfamiliar and urgent situations
- ✓ Enhancing the remote learning agility

Managing Remote Teams

Course Outline

✓ **05 Day Five**

Leading Remote Teams

- ✓ Task Relevant Maturity (TRM) Framework
- ✓ Leading with trust
- ✓ Delegation and self-management
- ✓ Extending emotional and technical support
- ✓ Listening and communicating effectively
- ✓ Commitment, accountability, and results
- ✓ Managing moral issues and feelings of isolations
- ✓ Managing yourself and staying motivated

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 14, 2026	Sept. 18, 2026	5 days	4250.00 \$	UAE , Dubai
Jan. 11, 2027	Jan. 15, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
June 28, 2027	July 2, 2027	5 days	4950.00 \$	England , London
Dec. 7, 2026	Dec. 11, 2026	5 days	4250.00 \$	UAE , Dubai

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