



## DETAILED DESCRIPTION



**Approach:** flexible – you can select 1 or more workshops

**Main Objective:** Learn the process and tricks to effectively manage a team remotely: maximize collective productivity and maintain a sense of personal efficiency

### LENGTH

By training module

- Virtual : 2 hours (no break)
- Onsite : ½ day

### GROUP SIZE

- Ideally : 1 to 12 participants
- This can be adapted to your needs

### LANGUAGES

- French
- English

<b>Regain your leadership while working remotely</b>	<ul style="list-style-type: none"> <li>• Have yourself with the right tools to fulfill your responsibilities as a virtual leader</li> <li>• Become aware of your traps and means to avoid them</li> <li>• Position yourself as a responsible and inspiring leader</li> </ul>
<b>Delegate and empower remotely</b>	<ul style="list-style-type: none"> <li>• Delegate responsibilities (not only tasks)</li> <li>• Present your delegations in a stimulating way</li> <li>• Avoid micromanagement</li> <li>• Balance your monitoring with the project's and the employees' capacity</li> </ul>
<b>Generate performance &amp; give feedback</b>	<ul style="list-style-type: none"> <li>• Communicate clear expectations</li> <li>• Provide remote feedback - POISE approach</li> <li>• Take ownership of the feedforward and empower your team</li> </ul>
<b>Manage your emotions, stress and those of your team</b> (Emotional intelligence)	<ul style="list-style-type: none"> <li>• Demonstrate emotional intelligence remotely</li> <li>• Identify manifestations of stress and those of others</li> <li>• Appropriate tips and tricks for interacting with emotional people</li> </ul>
<b>Manage different personality profiles remotely</b> (4 colors)	<ul style="list-style-type: none"> <li>• Become aware of the specificities of each of the "colors" in a context of distance work</li> <li>• Develop communication tips to increase the impact virtually</li> <li>• Read interpersonal and team dynamics</li> </ul>
<b>Instill collaboration in a virtual team</b>	<ul style="list-style-type: none"> <li>• Overcome limiting beliefs</li> <li>• Adopt a collective vision in a remote context</li> <li>• Build trust among all - a shared responsibility</li> <li>• Co-create virtually</li> </ul>
<b>Mobilize a multi-site team</b>	<ul style="list-style-type: none"> <li>• Demystify motivation and mobilization</li> <li>• Exercise the 3 pillars of mobilization in a remote context</li> <li>• Take ownership of the motivational "buttons" and become aware of the limits of monetary-oriented approaches</li> </ul>
<b>Manage a difficult employee remotely</b>	<ul style="list-style-type: none"> <li>• Create the right sense of urgency remotely</li> <li>• Ensure follow-ups without exasperating</li> <li>• Discipline, even at a distance</li> </ul>
<b>Boost your virtual meetings</b>	<ul style="list-style-type: none"> <li>• Prepare effective and productive virtual meetings</li> <li>• Anchor on clear objectives</li> <li>• Stimulate everyone's participation - use virtual tools</li> <li>• Manage difficult participants</li> </ul>

