



Dynamic
Leadership

Productive Remote Teams

Online modular training

“So much of remote work is about productivity and communication - you'd think it'd be easy, but it isn't.”



**STAY HOME
SAVE LIVES**

About the training

Going into a remote mode of working at first glance doesn't seem like much of a challenge. But be aware there are specifics that, if not addressed in time, can affect the productivity of your teams.

You can expect communication to be more difficult. But there are other things you need to look after in the way you plan and organize the work and motivate the team. On top, you need to have in mind the possibility of technical problems and their consequences.



Help your managers and employees deal with the lack of social contacts, the distractions, the isolation, the lack of direct supervision and the unhealthy working habits.

“Productive Remote Teams” training helps teams and their managers to make the transition from office to a remote working environment with fewer drawbacks.

The training is designed for teams with no previous experience with remote work, that during the crisis need to make the transition quickly and under intense stress.

It provides team managers with the knowledge and skills needed for the rapid adaptation to the new circumstances without losing productivity.

Participants gain knowledge about the specifics of the remote work based on the experience of established global companies. In combination with techniques, tips and tricks they will make the transition not for months, but for weeks. On top, we will provide insights on how to utilize the untapped opportunities to optimize teamwork and make teams more productive in a fully remote working environment.

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Benefits

- » You will find out what specific problems and obstacles your employees face when you are not physically present and unable to observe and assist them.
- » You will learn how to set, communicate and track goals to each team member in the new situation so that the work is done even when people are not in the office.
- » You will avoid situations where you do not know if and what your employees do, while retaining an atmosphere of trust.
- » You will understand how your team keeps performing, even when stressed by the unexpected new situation. In addition, you will learn how to manage the sense of tension and overload.
- » You will learn specific techniques and methods to maintain your team culture and motivation.
- » You will master useful online tools to manage and communicate with your remote team as effectively as possible.

Key themes

- » Challenges to the remote team.
- » The main differences between office and remote work.
- » Myths and truths about remote work.
- » How do we manage people we don't see?
- » Work styles, synchronous versus asynchronous communication.
- » How to maintain team culture and motivation?
- » Review of the daily tasks, roles, and responsibilities within the team.
- » Planning and optimization of the daily workflow.
- » Effective workflow management and reporting.
- » Online tools for managing the workflow remotely.
- » Online tools for effective communication and collaboration.

Details

Participants

The training is designed in two versions:

- » For managers of remote teams
- » For employees, who work remotely

To make the content most relevant for your managers and employees initial analysis will be conducted and the training will be adapted to your industry and specifics.

Group size:

Up to 15 participants in a group.

Format

The training is delivered online via the digital training platform Zoom, which provides presentation mode, video conversations, live chat, and breakout rooms. Participants learn with a trainer in an online setup where they are presented with best practices and work together on cases. After the training, they receive a checklist with the best global practices and a list of extra literature.

The training could be delivered on your video communication platform if required.

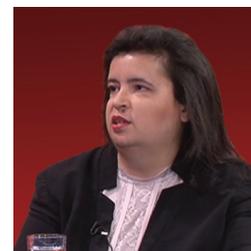
Duration

Four 2-hours modules which can be delivered in 2 to 4 working days (1 or 2 modules per day)

Trainer

The facilitator is

Silvina Furnadzhieva -
a productivity consultant.



She has more than 15 years of personal experience working remotely and over 10 years of experience as manager of remote teams. She delivers training and hosts events on productivity and remote working.