

## Remote Supervisory Skills

Management & Leadership  
Lisbon (Portugal)  
13 - 17 Jan 2025

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## Remote Supervisory Skills

**Ref:** 321644\_142878 **Date:** 13 - 17 Jan 2025 **Location:** Lisbon (Portugal) **Fees:** 4400 Euro

### Introduction

This Remote Supervisory Skills training course addresses the unique challenges that are created when managing people in virtual teams. With employment mobility continuously evolving, the task of managing a dispersed and remote workforce can be complex. The success of a virtual team is the responsibility of the team leader, and, if managed effectively, virtual teams can increase productivity, help meet organizational goals and improve the quality of work. However, there are a host of unique challenges that can impact their success.

### Course Objectives of Remote Supervisory Skills

- Promote your virtual leadership presence
- The principles for effective remote team management
- Create trust and engagement in a virtual environment
- Proven tools and techniques to help you manage a remote team more effectively
- Develop the competencies required of the virtual supervisor
- Describe and manage the issues that affect communication

### Remote Supervisory Skills Course Outlines

#### Day 1

##### Setting the Direction and Focus / The Supervisor's Role

- The roles, behaviors, skills, and attitudes of a great supervisor
- Clarifying the team's purpose, vision, mission, values, and tasks
- Providing quality customer service
- How to be a great team leader
- Getting input and involvement from the team
- Common supervisor mistakes and how to avoid them

#### Day 2

##### Planning and Organising Time and Tasks

- Taking control of your time and tasks

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- Planning, prioritizing, and scheduling work
- Handling issues such as interruptions, accessibility & multiple deadlines
- Delegating tasks and responsibilities
- Project Planning Basics & Mind Mapping and Project Planning Software

### Day 3

#### The Challenge of Managing Remotely

- What is a virtual team?
- Myths and Reality in Leading Virtually
- Critical Success Factors
- Encourage and Embrace Diversity
- Overcoming the Culture Iceberg
- Identify the Right Remote Virtual Tools

### Day 4

#### Leading a Virtual

- Developing Virtual Leadership Competencies
- Increase Awareness of Your Personality Style and its Impact on Virtual Leadership
- Effective Leadership Styles
- Emotional Intelligence

#### Communicating Effectively

- Master Online Communication Skills
- Disseminating Information
- Managing Virtual Team Meetings
- Recognize How Different Technologies Support Virtual Work
- Manage Conflict among Team Members
- Understand Fundamental Cultural Differences in Communicating

### Day 5

#### Managing Performance

- Measuring Team Performance
- Managing Individual Performance
- Recognize the Specific Issues and Problems and Find Solutions to Them
- Effectively Use Tools and Techniques to Support Team Members
- Individual Action Plans

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