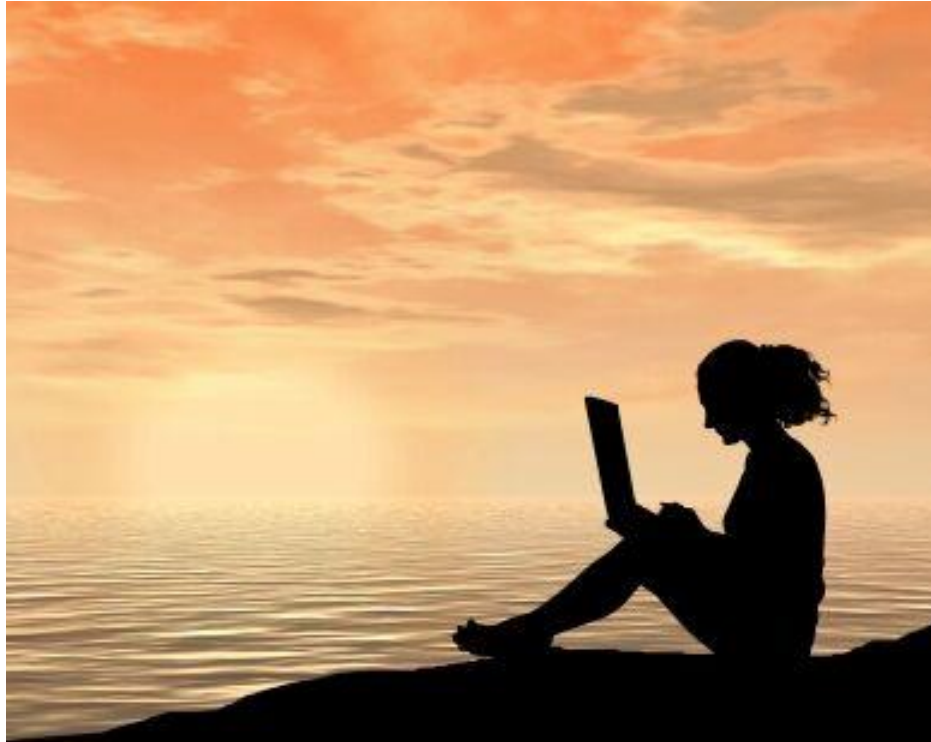


# The Remote Worker

A one-day seminar from the RemotelyAnywhere learning series<sup>SM</sup>



## FACT

Almost half of all small and medium-sized New Zealand businesses now have employees who work from home or away from the office some of the time.

Source: 2014 report sponsored by NZ software company MYOB

## FACT

30% of workers in New Zealand now work full or part time remotely.

Source: Future of Work Commission stated in November 2015

## FACT

Around 68% of managers need specific training to effectively manage remote staff.

Source: Regus report 2015

## FACT

In our own survey of 500 remote workers, we found only 10% had received any training from their employers to assist them to adjust, and develop the skills, to effectively work remotely.

While the concept of remote working (known by a multitude of different names) has been around for many years now, the adoption is growing almost exponentially across industries, professions and verticals. And it seems it is not going to go away in a hurry, with global indications showing that an expected 50% of people will be working remotely by 2020. (Global Leadership Summit 2014)

The reasons for making the move to a remote environment (or mix of remote and co-located) vary but, whatever the reason, one reality is constant: Many organisations and individuals make the move without sufficient planning and preparation for the transition. Nor do they always understand the challenges ahead or the demands of remote versus traditional work environment. Likewise the need for re-training, additional (and different) skills, procedures, tools and support that is essential to the success of a remote work environment is often overlooked.

*The success of a remote team is not just the responsibility of the Manager and organisation. The Workers themselves have responsibilities, skills, attitudes and behaviours they need to employ to be personally successful and to ensure they are contributing to the success of the organisation with whom they work. This one day programme will assist remote workers to understand and develop "the necessary" to ensure success for both themselves and their organisation.*

This Seminar addresses practical, real-world questions, tasks and issues designed to assist remote workers to be more effective within a remote work environment.

## **The Seminar Programme**

### **What is a remote worker?**

- What is a remote worker? (And clarification of the multitude of terms used for this environment.)
- What are the possible structures/models under which you might operate?
- Myths and realities
- Challenges of moving from co-located to remote

### **Eight Critical traits of successful of remote workers**

### **Six characteristics of successful remote teams**

### **Your remote work environment**

- Choosing a location
- Essential considerations for the environment
- Health and Safety responsibilities - as provided by the Ministry of Business Innovation and Employment
- Equipping your environment - what do you need and who pays?
- Potential issues and benefits of working remotely

### **Interviewing remotely**

- Preparing for a remote interview - tools, the environment, you
- Strategies for effective remote interviews
- Challenges of the remote interview situation - for both you and the organisation
- What might the interviewers be looking for in addition to your functional skills?
- Questions to ask to understand how the organisation works with remote workers

### **Becoming part of the organisation**

- Induction
- Onboarding
- Meeting others and establishing relationships
- Understanding your role, relationships and accountabilities
- Networking
- Learning the culture, mores and values
- Getting to grips with roles, responsibilities and expectations
- Understanding the processes, procedures, behaviours and attitudes

### **Getting to grips with organisational requirements**

- Monitoring
- Accountability
- Trust
- Communication
- Reporting
- Availability

### **Maintaining yourself within the organisation**

- Co-operation, collaboration and alliances
- Communication - a two way and continuous process
- Participating in the team and the organisation
- The importance of social relationships and contacts
- Office politics
- Training, development, coaching and opportunities
- Performance assessment and success indicators
- Showing results and your value
- Using the tools provided
- Attitudes and behaviours
- Dealing with conflict
- Dealing with ineffective, non-existent or micro management

### **Managing yourself**

- Keeping yourself healthy - physically and mentally
- Avoiding isolation
- Staying involved
- Maintaining and contributing to the organisational culture
- Working with differences - be they cultural, attitudinal, time-zone or work habits
- Time-keeping and managing your time
- Keeping focused
- Keeping communication effective - and flowing

### **Warning signs that it is not working**

- For you
- For your Manager
- For team members
- For the organisation
- What to do?

### **Are you suited to working remotely?**

## The practical details

**Seminar Duration:** One day, Typically 8.45am – 4.45pm

This seminar is currently only available for in-house delivery – at your location, on a date of your choice, for your people, and customised to meet your specific needs if required. Group size is limited to a maximum of 10 people. [Please contact us](#) to discuss your preferred dates, specific requirements and to get a quote.

### Who Should Attend

This Seminar is designed for people who are planning to work remotely, are transitioning from being co-located to remote or who are already working remote from their Manager or team and wish to develop more understanding and effectiveness in operating in such an environment.

### Included in the price

- ◆ Reference guide with key points from the Seminar and personal plan worksheets.
- ◆ Ongoing Support – up to 2 hours of support per person after the event via Skype, telephone and/or e-Mail.
- ◆ Presenters' travel and accommodation expenses

### You provide

- ◆ The venue – each participant should have access to a table-top and a comfortable chair. We prefer seated cocktail or u-shape set-up.
- ◆ Table and seat for the Presenter
- ◆ If possible, a second room with comfortable chairs to allow for small work groups.
- ◆ At least one large whiteboard and pens
- ◆ Participant name tag
- ◆ Flip chart and pens – including a supply of flip chart paper (please allow at least 7 sheets per participant)
- ◆ Refreshments – morning and afternoon tea and a “working lunch”

### The Process

- ◆ Contact us to discuss your questions, specific needs, preferred date and to get a quote.
- ◆ We send a Letter of Engagement which includes details of the fees and any specific requests you have made.
- ◆ Letter of engagement is signed and returned. This commits you.
- ◆ Binary invoices you for 50% of the agreed fees. This invoice is payable on receipt.
- ◆ Each participant completes the on-site registration form and submits directly to Binary at least 5 business days before the event.
- ◆ Binary delivers the Seminar.
- ◆ Feedback from the participants is sent to your event co-ordinator.
- ◆ Binary invoices you the balance of the agreed fees - payable within 15 days unless other terms are agreed.

**Other Programme options** Our RemotelyAnywhere series also includes:

- ***The Long Distance Manager*** - a two-day programme for Managers of Remote team members or those who work remotely themselves. For programme details, please [click here to visit our web site](#) .
- ***Building and Maintaining your Remotely-based Work Environment and Teams*** - a one-day seminar for business owners, leaders and senior organisational executives. [Click here for programme details](#).

In addition, we offer a range of on-site services to entities wishing to evaluate, establish or enhance the effectiveness of their remote environment. To learn more, please visit [www.binaryresource.com/Services](http://www.binaryresource.com/Services) .

**About Binary** Owned and managed by a couple of Kiwis, Binary has been operating with personnel, partners and clients across 14 countries for the past 18 years. As an SME, we have learned a lot of good *and bad* lessons about operating on a remote basis from our own businesses and also from working with other entities with remote relationships. Add to that the fact that the principals have been Trainers & developers in multiple educational, corporate and government environments, have owned training & consulting companies, presented at many major international conferences... and rest-assured, you will get an informative and effective experience with *any* of our programmes.

### Contact us

Web: [www.binaryresource.com](http://www.binaryresource.com) E-Mail: [info@binaryresource.com](mailto:info@binaryresource.com)  
Send us a letter: NZ: P.O.Box 137, Paeroa, Waikato 3640 Telephone: +64 (0) 21 64 64 88

### In-House Registration Form

Delegates first name  Last name

e-Mail address

Your telephone  Position title

Business/Organisation Name

Name of your Manager

Please help us understand your work arrangements. For example: % of time working remote from your manager and or team, work from home, on the road...)

What do you find challenging about working remotely?

What do you like most about working remote from your Manager and/or team.

What are the three key things you want to gain from this programme?