

Building and Maintaining your Remotely-based Work Environment and Teams

A one-day seminar from the RemotelyAnywhere learning seriesSM



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

New Zealand "professionals" - that is "business leaders" - are leading the way with 40 per cent of them working away from the office for half the week or more.

Source: 2013 Regus Global Economic Indicator

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

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 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 team development and maintenance. 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.

This Seminar addresses strategic, practical and real-world questions, tasks and issues designed to assist business owners, leaders and senior organisational executives to plan, structure and oversee the implementation and development of remote operations and personnel.

The Seminar Programme

What is a remote business environment?

- How does one define a remote environment? (And clarification of the multitude of terms used for such an environment.)
- What are the possible structures/models?
- Pluses and minuses of each model

Why go down the Remote environment path at all?

5 Critical ingredients for a successful remote operation

- Personnel
- The Infrastructure
- Tools
- Policies, procedures, practices
- Attitudes and behaviours

10 areas in which key mistakes are often made in establishing and leading a remotely-based operation

- Preparation and planning
- Management
- Expectations
- Communication
- Building and understanding Teams
- Training
- Accountability
- Monitoring
- Culture
- Missing the warning signs

10 questions to address when preparing to go Remote

- Why are you doing it and what do you hope to achieve?
- In what areas/ways does your organisation need to adapt?
- How will it work?
- What tools will you need?
- What are the costs?
- What type of people will work successfully in a remote environment?
- What skills, attitudes and behaviours must remote workers have?
- What do you need to do as the business leader? What will change for you? Are YOU ready?
- What do you need from your senior team?
- How will you know that it's working?

Can you effectively move from a co-located environment to a mixed or totally remote environment?

- What are the potential challenges/issues?
- The need to plan with and prepare people
- The need to re-train people
- Coaching and Supporting
- Recognise that not everyone will make the move well
- Change Management

Operating the remote environment with new personnel

- Involving your personnel
- Advertising
- Interviewing and selection
- Induction/on-boarding
- Creating and building your teams
- Training new personnel
- Embedding and maintaining your business Culture
- Working with your senior personnel

Maintenance and ongoing development of your remote environment and relationships

- Communication
- Meetings
- Monitoring/supporting
- Coaching, training and assessment
- Maintaining the Culture and recognising others' cultures and work habits

Leading the remote environment

- Your role and responsibilities
- The nuts and bolts of leading a remotely-based environment
- How and what do you need to do differently?
- What skills, behaviours and attitudes will YOU need?

Danger signs that it is not working

- For team members/partners
- For the organisation
- What to do?

So is it right for you and your organisation?

What next?

The practical details

Seminar Duration: One day, 8.45am – 4.45pm (Please note: Dunedin start time is 9.15 – finish 5.15)

Dates, locations and pricing for public (open enrolment) events, visit: www.binaryresource.com

*** This seminar is also 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. A viable option if you have 5 or more people who would benefit from the programme.

Who Should Attend

This seminar has been designed for business leaders, owners and senior organisational executives who are responsible for planning, structuring and overseeing the implementation and development of remote operational and team management strategies and processes.

Included in the price

- ◆ Reference guide with key points from the Seminar
- ◆ Planning worksheets
- ◆ Ongoing Support – each Participant has access to up to 2 hours of support after the event via Skype, telephone and/or e-Mail.
- ◆ Morning, afternoon tea and lunch

To Register

- ◆ You can register online, [here >>](#) OR
- ◆ e-Mail us and we will send you the form: registrations@binaryresource.com OR
- ◆ Complete the form below and e-Mail to us: registrations@binaryresource.com

We will confirm your registration within one business day and e-Mail you full details of the venue.

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](#) .
- ***The Remote Worker*** - a one-day seminar for Remote Workers. For programme details, [please click here](#).

We also provide 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

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. Add to that the fact that the principals have been Trainers and training developers in multiple educational, corporate and government environments, have owned / managed training and consulting companies, have presented at many major international conferences... Rest-assured that you will be getting an informative and effective experience with *any* of our programmes. Plus our Associate Trainers are of the highest calibre with wide-ranging experience... personally trained by us.

Contact us with your questions

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UK: Lombard House, 12-17 Upper Bridge Street, Canterbury, Kent

Registration Form

Delegates first name Last name

e-Mail address

Business/Organisation Name

Address

City Post Code

Telephone Accounting contact

Name of authorising Manager GST no.

For which event are you registering? Building and managing your remotely-based work environment and teams
 The Long distance Manager The Remote Worker

Location Dates

Special dietary requirements

Accessibility requirements

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

1. 2. 3.

By submitting this form you are confirming that you are authorised to register for this programme and that you are able to commit your organisation to paying for your attendance.

Payment terms: Once your registration form is received, we will e-Mail you confirmation of your registration, full venue details and an invoice. For **early-bird registrations**, payment must be received on or before the discount expiry date. For those **registering at Standard Pricing**, payment must be received at least 7 business days prior to commencement of the event. Payment can be made via electronic transfer or by cheque. Bank details will be included on the invoice. Cheques should be payable to Binary and sent to: Binary Resource, Attn: Glenda Hinchey, P. O. Box 137, Paeroa, Waikato 3640, NZ.

For full Terms and Conditions, including our cancellation policy, please visit the [Terms and Conditions page](#).

If you require information and pricing on hosting a course or seminar **In-House** (On-site) at your location for your personnel, please e-Mail us: info@binaryresource.com We will be in touch within one business day to discuss your requirements. Thank you.

Have questions before you decide to register?

Contact our New Zealand Office Manager, Glenda, on 021 64 64 88 or the UK office on: +44 1227 392 005
Or e-Mail us: Info@binaryresource.com