

The Long-Distance Manager

A two-day programme from the RemotelyAnywhere learning series SM



FACT

Around 68% of managers need specific training to effectively manage remote staff.
(Source: Regus report 2015)

FACT

Almost half of all small and medium 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

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 and types of organisation. And it seems it is not going to go away in a hurry with global indications showing 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.

The workshop has been designed for Team leaders and People Managers responsible for managing and developing people who are located somewhere other than that of the Manager - be they employees, contractors or business partners. The material covered in the programme is particularly applicable to personnel from commercial, government and third-sector environments.

The Programme

Understanding virtual/remote teams

- Terminology, Models and types of teams
- Overview of Traditional versus remote teams
- Benefits and potential disadvantages
- Myths and realities
- Why remote environments fail
- How they succeed
- Why are you doing this?

Setting up a virtual/remote structure and environment

- Describing the environment you want
- Designing the Infrastructure
- Selecting the Tools you need
- Defining roles and their inter-relationship
- Establishing policies, practices, procedures
- Defining what is needed in a remote Worker
- What is needed in a remote Manager?

YOU as the Manager

- How will it be different managing a remote environment versus a co-located team?
- Transition behaviours you may see in yourself
- Leadership essentials
- Leadership styles - what does a remote environment require and how will you adapt?
- Skills, knowledge and behaviours essential to operating remotely
- Challenges of managing a mixed model environment (some remote/some co-located)
- Expectations of you - yours, your organisations' and your teams

The Remote Worker

Transitioning from a co-located to remote

- Potential challenges and issues
- Change management
- Establishing roles, expectations, behaviours and attitudes
- Re-Training and supporting
- Preparing and implementing

Bringing new people into a remote operational structure

- Interviewing
- Induction and on-boarding
- Integrating into existing team

All team members

- Roles and relationships within the team and across the organisation
- How are things going to work?
- Establishing and implementing Communication procedures and expectations
- Strategies and processes of Accountability

- How is success defined for the team?
- Setting tasks, processes, Performance standards and assessment processes
- What can and do the team expect and need from you, their Manager?

Building the Team

- Creating an environment of Trust
- How are they going to work together?
- What is everyone doing and how will they contribute to the overall purpose and goals of the organisation
- Instilling and getting commitment to the organisational Culture
- Establishing and facilitating the growth of relationships across the team
- Strategies for integrating new people
- It's all about Communication
- Working across time zones and cultures

Maintaining the team

- Responding to Conflict within the team
- Managing poor performance
- Creating a reward and recognition strategy
- Avoiding isolation
- Managing office politics and unproductive behaviour
- Ongoing monitoring, coaching, feedback and assessment
- Maintaining the organisational culture
- It's all about communication
- Achieving the results

Developing the Team

- Creating opportunities for growth and promotion
- Making the most of the talent in the team
- Encouraging and recognising contributions and achievements
- Implementing opportunities for Team activities
- Training your remote workers
- Leading the remote environment

Warning signs that there may be issues

- The most common mistakes made within organisations operating remotely
- Patterns, behaviours and attitudes to watch for with your remote people
- Behaviours, attitudes and results to watch for in yourself
- Warning signs within the organisation itself

Bringing it all together

- Case Studies
- Design the path ahead for you, your team and your organisation

The practical details

Seminar Duration: Two days, 9.00am – 5.00pm both days

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

*** This programme is also available for in-house delivery – 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

The programme has been designed for Team leaders and People Managers responsible for managing and developing people who are located in a location other than that of the Manager - be they employees, contractors or business partners. The material covered in the programme is particularly applicable to personnel from commercial, government and third-sector environments.

Included in the price

- ◆ Reference guide with key points from the Programme
- ◆ 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:

- *Building and Managing your remote work environment and teams* - a one-day Seminar for business owners, leaders and senior organisational executives responsible for planning, structuring, preparing and overseeing the implementation and development of remote operations and personnel. 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 education, corporate and government environments, have owned / managed training and consulting companies, have presented at many major international conferences... and be 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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Send us a letter: NZ: P.O.Box 137, Paeroa, Waikato 3640
UK: Lombard House, 12-17 Upper Bridge Street, Canterbury, Kent. UK

Registration Form

Delegates first name	<input type="text"/>	Last name	<input type="text"/>
E-mail address	<input type="text"/>		
Business/Organisation Name	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	Post Code	<input type="text"/>
Telephone	<input type="text"/>	Accounting contact	<input type="text"/>
Name of authorising Manager	<input type="text"/>		

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