

MANAGING A REMOTE WORKPLACE

“Leading Distributed Teams with Clarity, Accountability, and Human Connection”

Schedule

Date	Venue	Fees (Online)
05 Feb 2026	Online (Live Virtual)	USD 450 per delegate
26 Mar 2026	Online (Live Virtual)	USD 450 per delegate

Introduction

The remote work revolution has changed how teams communicate, collaborate, and get results. While flexibility and autonomy have increased, so have the challenges of managing performance, maintaining connection, and sustaining accountability.

This 1-day online course equips managers and team leaders with the practical tools to lead virtual teams effectively. From building trust and engagement to managing productivity and culture across screens, participants will gain strategies to ensure their remote teams remain aligned, motivated, and high-performing.

Objectives

By the end of this course, participants will be able to:

- Define the key success factors for managing remote and hybrid teams
- Establish communication rhythms, tools, and performance expectations
- Maintain trust, engagement, and accountability in dispersed teams
- Address common remote work challenges such as isolation, miscommunication, and disengagement
- Promote a strong remote team culture rooted in clarity and human connection

Why Attend

- Learn how to manage productivity and collaboration across distance
- Build routines and relationships that support engagement and retention
- Improve communication and prevent misunderstanding or silence
- Foster a high-trust, inclusive culture in virtual environments
- Strengthen your remote team leadership presence and confidence

Target Audience

This program is designed for:

- Team leaders, supervisors, and managers of remote or hybrid teams
- HR professionals supporting distributed workforce models
- Project managers with cross-border or virtual teams
- Executives overseeing remote operations or talent strategies
- Anyone responsible for leading or supporting remote work environments

Individual Benefits

Key competencies that will be developed include:

- Remote communication and leadership agility
- Digital empathy and virtual presence
- Performance management and feedback delivery in remote settings
- Time zone and workload coordination
- Technology-enabled team collaboration

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Higher productivity and alignment across remote teams
- Improved employee engagement and retention in virtual settings
- Reduced miscommunication and performance gaps
- Stronger leadership readiness for the future of work
- Better integration of remote work into organizational strategy

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Remote team management models and frameworks
- Case Studies - Challenges and wins from real remote team leaders
- Workshops - Communication planning, remote coaching, and trust-building exercises
- Peer Exchange - Discussion of common remote leadership scenarios
- Tools - Remote work playbooks, check-ins templates, and performance trackers

Course Outline

Delivery Format: Online (Live) | Platform: Zoom, WebEx or Microsoft Teams **Training Hours: 07:30 AM - 03:30 PM Coffee**

Breaks: 09:30 & 11:15 | Lunch Break: 01:00 - 02:00

- **Module 1: Foundations of Remote Team Management (07:30 - 09:30)** • Trends and principles of effective virtual leadership • Remote vs hybrid vs flexible work—key distinctions • Setting expectations, structure, and work visibility
- **Module 2: Communication and Engagement Strategies (09:45 - 11:15)** • Establishing rhythms: 1:1s, stand-ups, and updates • Asynchronous vs synchronous communication • Preventing burnout and maintaining connection
- **Module 3: Managing Performance and Accountability Remotely (11:30 - 01:00)** • Tracking goals and outputs, not activity • Providing feedback and managing underperformance • Motivation and recognition at a distance
- **Module 4: Final Workshop - The Remote Manager's Action Plan (02:00 - 03:30)** • Identifying remote management challenges • Developing an action plan for your team • Peer feedback and certificate briefing

Certification

Participants will receive a Certificate of Completion in Managing a Remote Workplace, recognizing their ability to lead virtual teams effectively with clarity, empathy, and accountability in a modern work environment.

Why Choose MAWA Events

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In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: +601116373203	EMAIL: info@mawaevents.net
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