LEADERSHIP WORKSHOP PROGRAMME

We support organisations introducing flexible working and "agile working" through our in-house workshops for managers and leaders of remote teams.

These programmes can be delivered in person over one day or online (over three 2-hr sessions), depending on your preference and requirements.

We have developed "LEADING YOUR REMOTE TEAM" and "LEADING THE TRANSITION FROM OFFICE-BASED TO REMOTE TEAM" to address the most common challenges that remote team managers and their teams face.

However, if neither of these fit the needs of your organisation, please get in touch and together we'll plan the right package to help you address your challenges. Every organisation has different needs and dynamics, and we prefer to adopt a consultative approach, to ensure you receive the best possible solution for your unique situation.

Please contact us for a quote: talk@virtualnotdistant.com

As a guide, a one-day in person workshop for 12 participants costs £2,500 (excl. VAT).

Leading Your Remote Team

The course is made up of three modules and is structured around the keys to teamwork that make up our VIRTUAL model.

1. Your Virtual Team Space: Communication

How your team communicates formally and informally will change as you transition to remote, and at first it can be difficult to choose from the number of tools and systems available. This workshop will help you choose the right set-up and processes for your team, to feed team members' intrinsic motivation and remove any obstacles to successful communication.

Content:
• How to make asynchronous communication a success.
• How to run online meetings.
• Creating a team charter to agree on frequency and mode of communication.

2.Building Team Identity and Building Trust

In the colocated space, many aspects of team identity and culture are communicated unconsciously and effortlessly. Within a remote team however, it's necessary to identify and define these elements, and then to role-model behaviours which support the desired norms. Similarly, conflict inevitably plays out differently when people are working remotely, and teams need to be developed and managed in new ways.

Content:
- Role modeling behaviours that will build helpful team norms.
- Promoting healthy debate and identifying conflict.
- Strategies to build trust and promote psychological safety in your team.

3. Coaching, Learning and Planning Your Next Steps

Creating a plan to develop and grow your remote team is the final step in our programme, to enable successful and harmonious working to become firmly established in the organisation. We will focus on the skills needed to build a coaching culture, so that all team members feel empowered to give and receive feedback in a way that is appropriate and safe for all.

Content:
- Adopting a coaching mindset.
- Developing your team through shared learning activities and nurturing a culture of feedback.
- How different leadership roles address the different areas of the VIRTUAL framework.

Leading the Transition from Office-Based to Remote Team

Making the transition to flexible working will have many positive benefits, but it does mean adjusting to new ways of communicating with each other, and redefining teamwork itself so that everyone can work from where they work best.

In this workshop, we will guide you through:

1. Identifying **what will change after your transition**, what can remain the same and why you might struggle through the change. By identifying the needs of different team members clearly, you can create a plan which works for everyone.

2. Pinpointing those **aspects of teamwork we take for granted in the colocated space**, but which we need to plan for in the virtual setting.

Examining expectations, how we communicate, how we support one another, and how performance is measured. Much of this can be seamlessly transitioned to remote practice, but some areas may need special consideration, depending on the way you work together now.

3.Selecting the **tools, processes and behaviours** you'll need to support high-quality communication in your new set-up.

Whether you have a range of technology options available to you or whether you have a limited choice within your organisation, you need to ensure that you're using the technology well, through habit-forming processes and deliberate behaviour.

TOOLS

PROCESSES

BEHAVIOURS
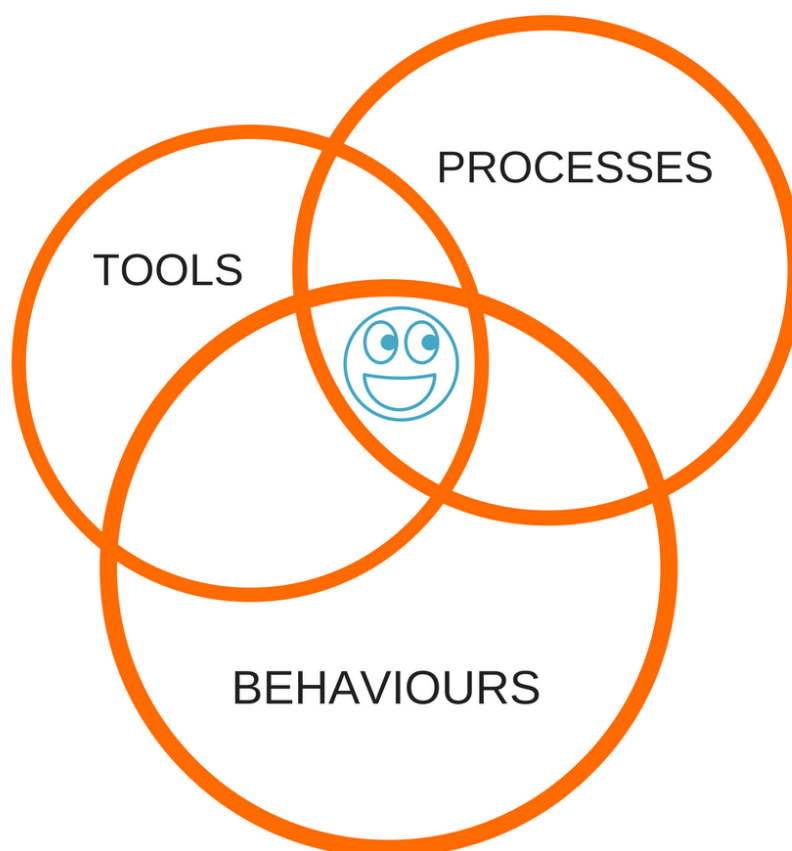
VIRTUAL NOT DISTANT

Virtual not Distant® was set up in 2016 by Pilar Orti with the aim of helping managers and leaders of teams make the transition to a remote set-up.

In order to role-model virtual collaboration and to be able to put together the team which best serves the specific needs of each client, Pilar gathers a team of collaborators for each project from her London networks and through Virtual Team Talk, a community of professionals who understand the potential of remote collaboration.

The company offers a form of consultancy blending training (both collocated and online), coaching and team facilitation.

Virtual not Distant advocates for an office-optional approach through the "21st Century Work Life" podcast and the company's blog.

CONTACT DETAILS

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