



# The Distance Manager

## Course Overview

### TARGET

#### AUDIENCE—

All employees responsible for leading virtual teams.

#### COURSE LENGTH—

Two-Three days

### COURSE

#### DELIVERY—

We customize a blended training solution to meet your unique needs. Fisher Group trainers can facilitate in-house workshops or offer a train-the-trainer certification.

In today's global business environment it is not unusual to have team members widely dispersed. But these types of teams present unique challenges for leaders and virtual team members alike. How do you motivate and coordinate from a distance? How do you build a team when people can meet face-to-face only infrequently? What's the best way to communicate with people you don't see very often?

If you lead remote team members, part-time project team members, people who often work from their homes, or people who can't normally be in the office, The Distance Manager will provide you with the pragmatic skills and tools you'll need to be effective:

**VIRTUAL CROSSBOW SIMULATION** — Learn the common challenges and best practices associated with virtual teams through a highly interactive simulation.

**SELECTING AND ORIENTING VIRTUAL TEAM MEMBERS** — Learn how to select team members who will work best on virtual teams and how to orient them properly.

**ASSESSING VIRTUAL TEAMS** — Learn to identify which of the six types of virtual teams you have, and what specific management methods are most appropriate for your type(s) of team(s).

**BRIDGING CULTURE DISTANCES** — Learn the keys to working with people from multiple cultures and determine how your own cultural biases affect your interactions.

**LEADER** — Learn how your personal paradigm of leadership can either help or hurt you as a distance manager.

**VIRTUAL TEAM START-UPS** — Learn the best ways to start up a virtual team or get it back on the right track by using team charters, operating guidelines, technology use protocols, boundary conditions and clear roles and responsibilities.

**BUILDING TRUST FROM A DISTANCE** — Learn how to master a variety of techniques that build trust including specific communication approaches, methods for helping team members overcome isolation, and how to celebrate milestones and accomplishments from a distance.

**USING COMMUNICATION TECHNOLOGIES** — Learn how to take full advantage of teleconferencing, videoconferencing, e-mail and Web conferencing.

**MANAGING PERFORMANCE FROM A DISTANCE** — Learn proven techniques for successfully managing the performance of remote employees to insure individual and team success.

**TEAM BUILDING** — Learn more than a dozen teambuilding activities to energize a virtual team.

Based on the best-selling book by Kimball & Mareen Fisher

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