

# THE PRACTICE OF REMOTE SUPERVISION

This online seminar is delivered interactively through your favorite web conferencing system (Webex, Zoom or Adobe Connect) as two 80-minute sessions, for a total (with breaks) of 3 hours of instruction

## OVERVIEW

Technology has made it easier than ever before to work outside the office, and when offered the option, many people will jump at the chance to work remotely. Yet those arrangements bring new challenges to both the employee and the employer; this form of supervision might be challenging for both, new or old supervisors: do employees have the discipline and temperament to work independently? How can supervisors ensure that employee truly perform the work? Day-to-day remote supervision challenges experienced supervisors with deploying their authority in new ways, though new channels.

The course demystifies the critical components of remote supervision as indispensable everyday management skills for today's leaders, deconstructing how supervisors can trust, monitor performance and enforce confidentiality with success from a distance.

## WHAT YOU WILL LEARN

- ❖ How to manage the performance cycle from a distance using the 13 tips that keep your remote staff engaged and motivated (including managing ...yourself!)
- ❖ CGD, the 3 key routines that boost worker enthusiasm and commitment (Establishing the remote contract, crafting performance goals and agreeing on deliverables)
- ❖ How to deal with troubles (and how to anticipate it!) using 9 tools that can help you identify challenges before it's too late

## WHO SHOULD ENROLL

- Supervisors who are leading or launching remote project teams in an organization
- Individual contributors to virtual or remote teams who aspire to a leadership role
- Everyone who is working to support a project-based team remotely or virtually.

**This online seminar is not a lecture.** Our contents will be delivered in conversational fashion, with multiple opportunities for your own direct involvement. Those PowerPoint-free, online sessions will feature plenty of time for peer-to-peer exchange and require a higher level of engagement than traditional webinars. We are committed to create a high quality, connected, learning environment in these sessions, in ways that might not be familiar to you.

To reap the benefits of this high quality connection, we ask that you:

- 1) Do not participate to this session from a cell phone or while driving;
- 2) Show yourself in our online class Video Pods;
- 3) Know that you will be able to unmute yourself (do mute yourself, if there is noise around you);
- 4) Have pen and paper handy to jot down notes;
- 5) Get ready for group conversations and sharing of documents/artifacts from your computer.