

# Managing Remote Teams:

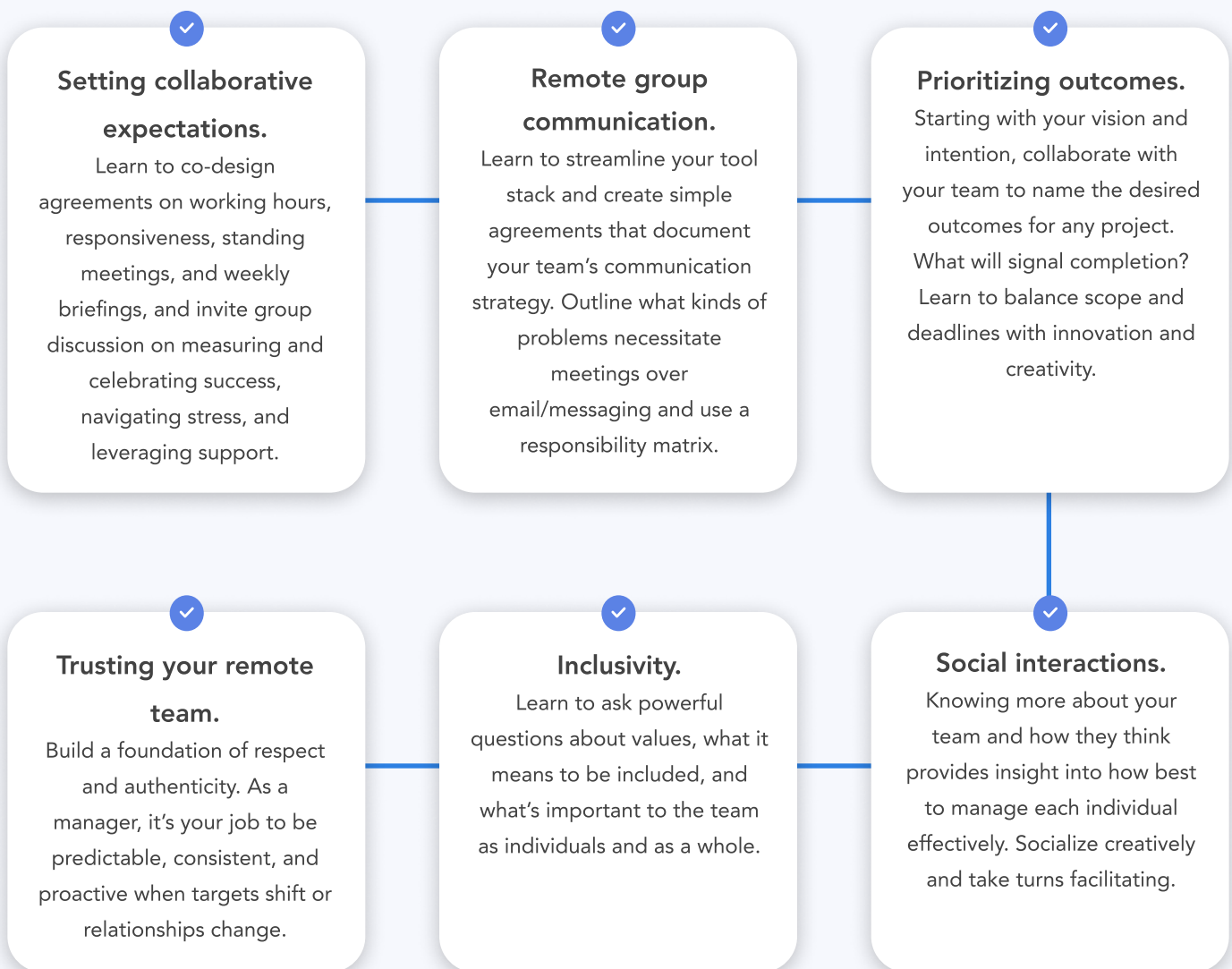
## A Coaching Program



## PROGRAM OVERVIEW

Managing remote teams can bring new challenges for managers because of the lack of opportunity for informal collaboration and face-face interaction plus difficulty gauging productivity. This coaching program helps managers develop skills to identify obstacles in managing remote teams and strategies to counteract them.

### In this Managing Remote Teams Coaching Program, you will develop skills in:



## PROGRAM GUIDE

This coaching program requests a commitment of 90 minutes each week for the next thirteen weeks.

### Week 1



Online Assessment Survey



(15 minutes)

This week, you'll take an online survey to assess your readiness to manage remote teams. Your coach will review your answers before your first session together.



Online Manager Survey (Optional)



(15 minutes)

You have the option to ask your manager to take a short survey to help set expectations around your responsibilities. You and your coach will be able to review your manager's answers.

### Week 3



1:1 Video Coaching Session



(45 minutes)

In your first coaching session, you and your coach will:

- Review the components of this program
- Review your online assessment
- Identify current challenges with managing remote teams
- Set goals for coaching



Self-paced Assignment



(30 minutes)

You'll keep a journal throughout the coaching program. This week, reflect on how you are feeling about managing your remote team. Write down what you're struggling with, what's going well, and where you'd like to improve.

## PROGRAM GUIDE

### Week 5



1:1 Video  
Coaching Session



(30 minutes)

In your second coaching session, you and your coach will review your journal entry and cover the following topics:

- Setting collaborative expectations



Self-paced  
Assignment



(30 minutes)

This week, meet with your team to collaboratively set expectations after talking to your coach. Use your journal to reflect on what went well and where you can continue to improve. Your coach may share additional resources and exercises for you to complete this week.

### Week 7



1:1 Video  
Coaching Session



(30 minutes)

In your third coaching session, you and your coach will review the expectations you set with your team and cover the following topics:

- Remote group communication



Self-paced  
Assignment



(30 minutes)

Find time this week to establish a remote communication plan with your team. In your journal, reflect on how it went. Your coach may share additional resources and exercises for you to complete this week.

## PROGRAM GUIDE

### Week 9



1:1 Video  
Coaching Session



(30 minutes)

Congrats; you're at the halfway point! In your fourth coaching session, you and your coach will review your journal entry and reflect on your progress and outstanding goals. You'll also cover the following topics:

- Prioritizing outcomes
- Trusting your remote team



Self-paced  
Assignment



(30 minutes)

This week, schedule 1:1 meetings with your team to name the desired outcomes for each existing project and decide what will signal completion. In your journal, reflect on your progress as a remote manager. Your coach may share additional resources and exercises for you to complete this week.

### Week 11



1:1 Video  
Coaching Session



(30 minutes)

In your fifth coaching session, you and your coach will review your journal entry and cover the following topics:

- Inclusivity
- Social interactions



Self-paced  
Assignment



(30 minutes)

Find time this week to schedule a social activity with your team. In your journal, reflect on the topics covered in your coaching session. Your coach may share additional resources and exercises for you to complete this weeks

## PROGRAM GUIDE

### Week 13



Online Assessment  
Survey



(15 minutes)

To close out your coaching course, you'll take an online survey assessing your progress. Your coach will review your answers before your last session together.



1:1 Video  
Coaching Session



(45 minutes)

In your final coaching session, you and your coach will review your goals, progress, and the journey ahead.



1:1 Manager  
Debrief (Optional)



(30 minutes)

If you would find it helpful, we encourage you to schedule a meeting with your manager to ask questions and discuss your goals, progress, and takeaways.