# **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:



## Setting collaborative expectations.

Learn to co-design
agreements on working hours,
responsiveness, standing
meetings, and weekly
briefings, and invite group
discussion on measuring and
celebrating success,
navigating stress, and
leveraging support.



## Remote group communication.

Learn to streamline your tool
stack and create simple
agreements that document
your team's communication
strategy. Outline what kinds of
problems necessitate
meetings over
email/messaging and use a
responsibility matrix.



#### Prioritizing outcomes.

Starting with your vision and intention, collaborate with your team to name the desired outcomes for any project.
What will signal completion?
Learn to balance scope and deadlines with innovation and creativity.



## Trusting your remote team.

Build a foundation of respect and authenticity. As a manager, it's your job to be predictable, consistent, and proactive when targets shift or relationships change.



#### Inclusivity.

Learn to ask powerful questions about values, what it means to be included, and what's important to the team as individuals and as a whole.



#### Social interactions.

Knowing more about your team and how they think provides insight into how best to manage each individual effectively. Socialize creatively and take turns facilitating.

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

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	
Weeke	
1:1 Video Coaching Session	In your first coaching session, you and your coach will:  • Review the components of this program
1:1 Video	

1:1 Video Coaching Session	In your second coaching session, you and your coach will review your journal entry and cover the following topics:
(30 minutes)	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	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
1:1 Video	
1:1 Video Coaching Session	expectations you set with your team and cover the following topics

## 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

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.