

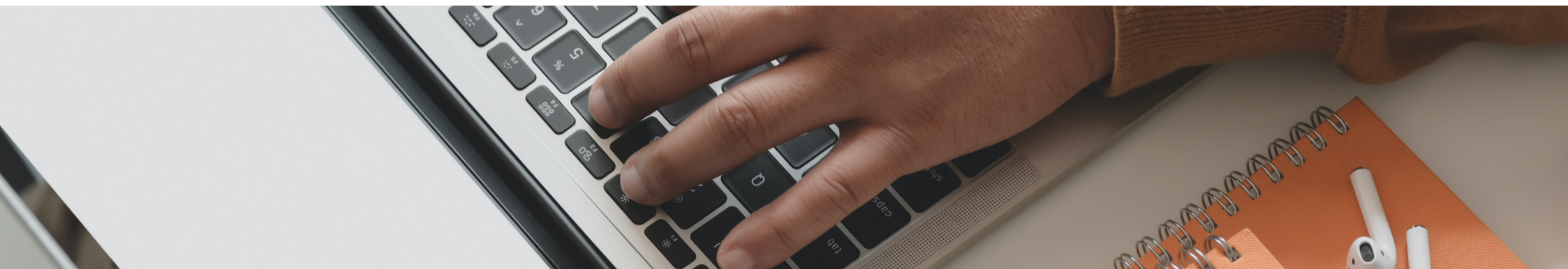


Managing Virtual Teams

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Summary

The COVID-19 crisis is the ultimate test of management and leadership – a sudden, dramatic, life-threatening upheaval, where the outcomes are uncertain.

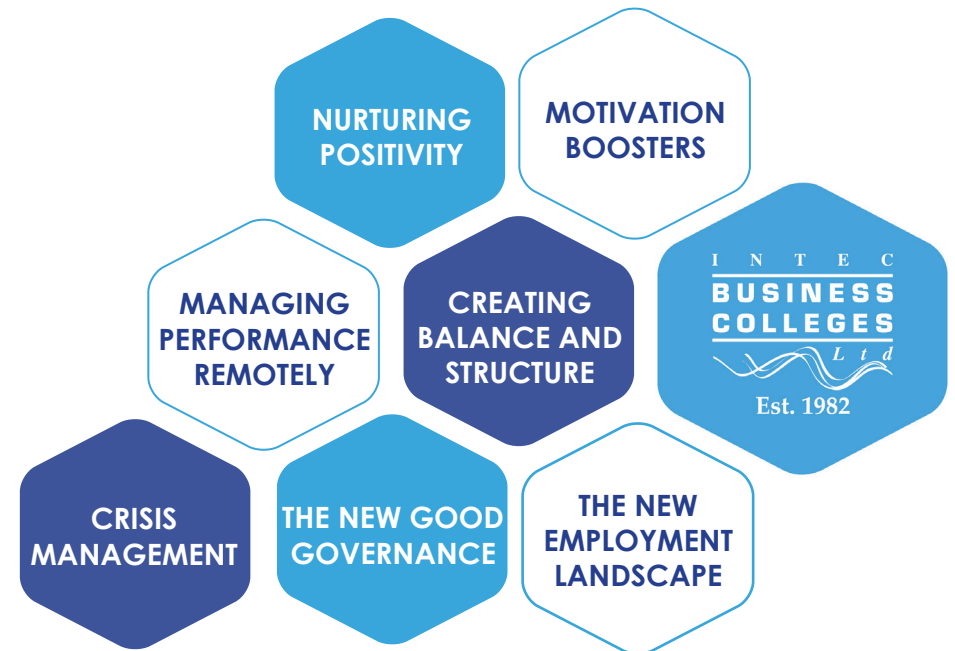
In this extraordinarily difficult time, the value of great management and leadership is being demonstrated every day – it's senior leaders, managers and team leaders that are on the frontline of getting your organisation moving post-lock down and coming back to a new employment landscape facing the challenges ahead.

To support these managers and leaders as they navigate the crisis – both for themselves and for those they manage – Intec Business Colleges has assembled a set of tried-and-tested tools and resources to deliver alongside our programs to engage and support your teams to face the many challenges the pandemic has brought to your organisation.



Modules

These modules are designed around seven key themes that the pandemic and return to operations has presented to us:





Top Tips

By way of helpful introduction, here are five top tips on how to help managers lead and act effectively in times of uncertainty:

1

BE 'VIRTUALLY VISIBLE'

Take advantage of video-conferencing tools, or pick up the phone; don't just use emails to keep in touch with your teams. Make sure you can virtually see and hear each other to maintain a human connection while socially distancing.

2

OVER-COMMUNICATE

Some teams are not used to working virtually, and may need extra direction and contact to help them adjust. Intec suggests virtually meeting at least once a day with your team to agree on workflow and check in on staff wellbeing.

3

MANAGE MENTAL HEALTH

Major changes in work and home life (such as balancing work and parenting/carer responsibilities) can have a big impact on health & wellbeing - managers are often best placed to spot this and provide help.

4

PRACTICE AGILE MANAGEMENT

Maybe your staff are unable to work remotely, you have increased demand, or you need to diversify to keep the business afloat. Being agile with your priorities will be helpful in these times, as will sharing experiences and examples of best practice within your networks. Making difficult decisions can increase the feelings of loneliness, but many managers are facing the same situation in different circumstances. Now is the time to nurture your professional networks.

5

PERHAPS MOST IMPORTANTLY: MANAGE WITH A HUMAN FACE

Through all of this, it is so important that we maintain a human face - that we be kind, that we encourage others to be kind. We need to be there for each other.



Modules

The following are overviews of additional modules that will run alongside Intec's standards to both engage your teams during the current situation and provide support for the challenges in light of the pandemic.

Nurturing Positivity

The worldwide shift to remote working, or at least strongly revised workplace practices, has taken place against a backdrop of considerable uncertainty. As a result, people are worried not only about how to keep doing their jobs, but also about their health and that of their loved ones.

Understandably, this can have a significant impact on general wellbeing and positivity levels within your staff, and a third of managers are already reporting mental health and wellbeing issues among their teams.

To enable the organisation to overcome these barriers this module will focus on how leaders can nurture their teams to on-board the staff during these uncertain times to facilitate positive outcomes and improve well-being across the organisation

Motivation Boosters

To keep your team healthy and motivated through the Coronavirus crisis. Things are tough for businesses right now, and motivation at an all-time low, Intec will help you boost morale, reduce anxiety, and keep your team culture strong. This session will support the manager in developing strategies to boost motivation within their teams and focus on applying different motivational theories to inspire and boost morale.

Managing Performance Remotely

This will focus on practical ways to manage teams remotely and share best practice. Many businesses can and will continue to benefit from this new way of working post COVID-19. Therefore, it is essential that managers are supported to help their teams embrace effective and flexible working practises, through this crisis and beyond. Supporting the manager in setting clear objectives and managing performance remotely while their teams are working in different conditions.



Creating Balance and Structure

This session has a holistic approach, as humans we have a need for structure and purpose. When our routine is disrupted it can be psychological challenging. In supporting teams and their leaders we will be developing leaders to support their teams in taking control. Reviewing their purpose and goals to build a new routines that might even be better than before.



Crisis Management

While the COVID-19 pandemic is an unusual crisis with distinct characteristics, it will still be a time in which many managers will fast-track their capabilities. There are proven crisis-management techniques that, if followed, will enable managers to step up, support their organisation and team, and turn the crisis into a development opportunity.

The New Employment Landscape

The effects of the COVID-19 crisis are uncertain but will be significant. Many people – and managers – will find their working and professional circumstances altered. Many honest, sometimes difficult conversations will need to take place. Managers must make sure they know how to conduct them and feel supported in doing so.



The New Good Governance

The first priority for leaders and managers during a crisis is for their organisations to survive. However in the slightly longer term, this crisis may change forever what is expected of them and the expectations staff have of their bosses. Poor decision making during this period will not be quickly forgotten. All of us need to consider whether our skills and behaviours will equip us for 'the new normal'.

Scheme of Work

Our experienced teams are able to work across a range of teaching mediums to ensure that the delivery is right for your organisation. Intec are able to facilitate a range of delivery methods to meet your needs – speak to your sales representative to design the way you would like us to deliver this training. Whether you would like to roll out this training across your organisation or to individual members of your management team - we are in this together and here to help.

MODULE	LEARNING OUTCOMES	DURATION	DELIVERY METHOD
Nurturing Positivity	<ul style="list-style-type: none"> • Creating a Positive Team Culture • Managing Negative Thoughts • Positive Leaders • Moving your team forward 	1 hour	Digital / Blended
Motivation Boosters	<ul style="list-style-type: none"> • Motivation Theory and how to apply it • How to motivate colleagues when the chips are down • Inspired – Let's Do THIS! • Working Collaboratively 	1 hour	Digital / Blended
Managing Performance Remotely	<ul style="list-style-type: none"> • SMARTer Targets • Coaching & Mentoring your team to achieve • Clear Goals & Direction • Supporting effective Time Management within your team 	1 hour	Digital / Blended
Creating Balance and Structure	<ul style="list-style-type: none"> • Stress Management – a guide for managing during Lock-Down • Improving Resilience • Managing Mental Health within a crisis • How Prioritising Self-Care Improves Work Performance 	1 hour	Digital / Blended
Crisis Management	<ul style="list-style-type: none"> • Communicating in a Crisis and Re-Prioritising in a Crisis • Everyday Leadership – stepping up in a crisis • Crisis – turning the worse times into the best times • How to maintain your personal development in a crisis 	1 hour	Digital / Blended
The New Employment Landscape	<ul style="list-style-type: none"> • What does your map to the future look like • Handling and managing difficult conversation • Dealing with Redundancy • How to deal with redeploying staff 	1 hour	Digital / Blended
The New Good Governance	<ul style="list-style-type: none"> • Implementing effective change management • Problem Solving • Stakeholder Analysis and Management • Ensuring that your customers outlast Coronavirus 	1 hour	Digital / Blended



Enabling you to develop, progress and achieve.