

Remote Working – Being a Leader, Being Led

This programme has been designed to help both those who are now required to lead and manage others remotely, as well as the employees who are now faced with this new way of working. They can be delivered individually but work best when run together.

Programme format

The leaders' programme has been designed to incorporate 2 x 2 hour webinars with a range of relevant tasks and activities to help embed the learning. Each webinar will ideally take place approximately 2 weeks apart. We recommend all participants undertake the SLII® concepts evaluation in advance of the programme.

The webinar for individual contributors is a one-off event, lasting approximately 1.5 hours.

Our online Learning Transfer Platform - PROMOTE, will be used to support the leaders' programme, ensuring appropriate levels of interaction and activity are sustained before and after each webinar.

We recommend group sizes of up to 12 for the leaders' programme, and up to 20 for the individual contributors' webinar.

Leaders' Programme Content

The aim of this programme is to distil some essential leadership qualities, characteristics and practices that are essential to the effective leadership of remote workers. We will examine the following areas complemented by a selection of case studies to help embed the learning.

Webinar 1

The Four I's – presentation & discussion

Idealised influence

- The importance of ground rules
- Example of ground rules (operating principles) for remote working
- Walking the talk – the leader's responsibility for demonstrating the principles

Inspirational motivation

- Creating clarity and certainty
- Having an 'alignment conversation' – goal setting & gaining commitment
- Monitoring 'remotely' – do's & don'ts
- SLII® & remote working*

Intellectual stimulation

- Selecting work 'types' for remote working
- Looking forward to the next session

*for existing clients, who's leaders and managers have undertaken SLII® development previously, they will not need to complete another online evaluation. For new clients and those who have chosen not to put their people through SLII®, we'd strongly recommend that the online evaluation is completed at least three days before the first session.

Tasks, challenges and activities

A number of tasks and activities will be set - nothing that would not be needed anyway! – to test participants understanding of the first three i's. These will include the 'alignment conversation' itself.

Webinar 2

SLII® - the challenges of leading remotely

- Review of tasks and activities
- Challenges & wins
- Sharing what we've learned

Individual consideration

- Creating a structure for remote workers
- 1:1's and check-ins – frequency, timing and structure
- Implications for feedback and coaching

Looking forward – making remote leadership work

Transferring the learning to the workplace

Following the second webinar, we ask participants to embed the learning into their business as usual activities with a series of relevant tasks. We also provide ongoing, online support via our PROMOTE® platform.



Making remote working work for you

This 1.5 hour webinar is designed to help remote workers understand the challenges that working away from the usual workplace throws up as well as the benefits.

Following a short introduction on its history, merits, challenges and rewards, the remaining session will be heavily facilitative - inviting discussion, comment and clarification as we move through the practicalities of remote working.

Workshop objectives

 **Presentation** – remote working, history, research and current best practice

 **Remote working** – The operating principles

- Presentation & discussion surrounding the 'ground rules' for remote working
- Creating ground rules for leaders & managers – the individual contributor's role

 **SLII®, self-leadership & remote working**

- Working with the SMART goals – the art of clarity
- The development stages – the frequency & detail of leaders' communications
- Asking for the right leadership style – matching

 **Maintaining focus and momentum**

- Self-motivation - don't pick jobs that are more boring than washing up!
- Creating expectations with my leader

 **Making it work for you**

- Creating a remote working agreement with your line manager

