ENHANCE MANAGEMENT SKILLS FOR REMOTE WORK

Remote working isn't a new practice, but it is becoming a more urgent than ever one for enterprises in the situation of that Covid-19 is spreading rapidly and has a huge impact on many businesses. Questions arising with remote working:

- *How to manage tasks and ensure the productivity and performance of remote staffs?*
- *How to communicate and share information with staffs quickly and effectively when working remotely?*
- *How to keep staffs motivated and connected with each other when each person work separately from home?*

Let's quickly equip yourself with new techniques to adapt to the changes and turn PROBLEMS into OPPORTUNITIES!

CONTENT

Part 1: Managerial minset for remote work
- Manager's roles in adaptation to remote work
- Essential thinkings for managers to build a remote working team
- Remote working guidelines for business

Part 2: Task management for remote work
2.1 Foundation for effective remote work
- Implementation of checklist
  - Working space
  - Equipment, device for remote working
  - Supporting tools
- Working motivation and attitude as a manager

2.2 Quy trình các bước để quản lý từ xa hiệu quả
- Clarify target
- Make plan
- Break down and decide deadline for small tasks
- Assign tasks to individuals
- Agree communication channels/frequency
- Decide tools/methods to enhance staffs' activeness in reporting progress and result

2.3 Effective communication for remote work
- Warm up/Sign in
- Organise effective meeting
- Ensure quality of communication
- Handle arising issues

Part 3: Human management for remote work
- Understand and handle staffs' reactions to remote work
- Enhance staffs' engagement by showing them their important roles to company
- Motivate remote staffs
  - Praise and give feedback to staffs
  - Value staffs' opinions
  - Care for staffs' personal lives

Part 4: 1 Summary and Action Plan

※The above content is subject to change without prior notices

OBJECTIVES

- Help manager shift the mindset and embrace changes
- Know how to build foundation, operating system and communication system for a department working remotely
- Manage and connect remote staffs

TARGET

- ◯ Staff
- ● Middle-Management
- ● First-line Management
- ◯ Top-Management

METHOD

30% theory, **70%** practice through group discussions, presentations, case studies, role-playing, games, etc.

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