

Facing difficult situation, shall you give up or change to get first-mover advantage? And as a manager, are you well prepared to lead the team to change?

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!



ENHANCE MANAGEMENT SKILLS FOR REMOTE WORK

2 days

★ For Department/Division Director or Manager, Supervisor and Team Leader ★

Objective

- 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

Content

Part 1: Managerial mindset 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 Task management process for effective remote work

- 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: Action Plan

※The content is subject to change without prior notices



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