

## High Performance Teams Remote Workforce

High Performance Teams (Remote Workforce) are organizations, teams or groups working in a virtual environment that are focused on achieving the same goals. Bringing team members together through a virtual environment can be a challenge task. This workshop identifies these challenges and helps your participants push through to success.



With our High Performance Teams (Remote Workforce) workshop, your participants will begin to see how important it is to develop a core set of high performance skills, while working remotely. By knowing and managing the way people interact in a remote environment, you will be setting up your high performance teams to accomplish any task.

### Course Outline:

#### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Module Two: Remote Workforce

- What is a Remote Workforce?
- Types of Remote Workforce
- Benefits of a Remote Workforce
- Materials for Remote Workforce
- Case Study
- Module Two: Review Questions

#### Module Three: High Performance Teams

- What is a High Performance Team?
- Benefits of High Performance Team
- Leadership for High Performance Team
- Understanding Team Dynamics
- Case Study
- Module Three: Review Questions

#### Module Four: Characteristics of High Performance Teams

- Excellent Communication
- Goal-Oriented
- Flexibility
- Committed
- Case Study
- Module Four: Review Questions

**Module Five: How to Create Teamwork**

- Identify Group & Individual Responsibilities
- Give Permission to Take Action
- Build Relationships
- Give Feedback
- Case Study
- Module Five: Review Questions

**Module Six: Types of Communication**

- Virtual Team Meetings
- Telephone Conferences
- Email Communication
- Intranet, Webpage, and Social Media Communication
- Case Study
- Module Six: Review Questions

**Module Seven: Training Your Team**

- Telecommute Training
- Web-based Training
- Peer to Peer Training
- Training Assessment and Retraining
- Case Study
- Module Seven: Review Questions

**Module Eight: Managing the Team**

- Tracking Team Performance
- Counseling Employees
- Positive Recognition for Employees
- Training Never Stops!
- Case Study
- Module Eight: Review Questions

**Module Nine: Effective Team Meeting How-to**

- Have a Clear Agenda
- Use Screen Shots or References
- Create a Safe Place
- Team Meeting Don'ts
- Case Study
- Module Nine: Review Questions

**Module Ten: Keep Happy and Motivated High Performance Team**

- Watch for signs of Conflict or Unhappiness
- Employee Feedback and Concerns
- Give Opportunities for Additional Education
- Impart Opportunities for Career Growth
- Case Study
- Module Ten: Review Questions

**Module Eleven: Don'ts with High Performance Teams**

- Don't Forget to Share Success
- Don't Delay in Responding
- Don't Assign Vague Responsibilities
- Don't Lead as a Dictator
- Case Study
- Module Eleven: Review Questions

**Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations
- Recommended Reading