Remote Leadership Toolkit
Because Remote Leaders Have Unique Challenges

Leading remote employees is now a fact of life. Over 80% of teams and 90% of projects have at least one member not physically located with the rest of the group. In addition, a recent study from GlobalWorkplaceAnalytics.com showed that the number of employees who telecommute more than one day per week increased over 79% from 2005 to 2012.

While the principles of effective leadership and team management haven't changed, **maintaining peak performance and keeping employees engaged when separated by miles, time zones and culture is a tall task for any manager or organization.**

Let's be honest—leadership of others is already hard enough when they are down the hall or on the shop floor. When you add in the challenges of them being remote, it gets harder—and more stressful.

- How do we communicate successfully?

- How can we make meetings (that are already painful in person), work using technology?

- How do we build the relationships and trust with the team—and help them do that between each other?

- How do we present ideas, change and more at a distance?

- How do we coach and give feedback successfully?

- How do we deal with the unknowns? After all, we can't see what they are doing, how they are doing it and if they are ever working?

If have ever struggled with even one of these questions, you know what we mean. Leadership is hard...doing it remotely is even harder.

Vado and Remote Leadership

Vado partnered with the Remote Leadership team to create bite sized e-learning courses that build the skills needed to successfully lead and manage a virtual team. With 18 courses, covering six topic areas, remote leaders now have the tools they need to be successful leaders, no matter where their employees work in the world.

BL&C Talent Development
03-6418-6960
www.kk-blc.com

E-Learning Course List

Topic Area	#	Course Title	Course Result
Introduction to the Remote Leader	1	The Unique Aspects of the Virtual Work Environment	Find out what's unique about leading within the virtual environment
	2	Classic Leadership with a Virtual Twist	Know what additional leadership actions are a must when leading others remotely
	3	Building Trust in the Virtual Environment	Shift your mindset to successfully build trust and lead others in the virtual environment
Create and Manage Remote Teams	4	Managing Remote Teams	Understand the challenges and obstacles managers face when leading remote teams
	5	Building Trust with Remote Teams	Identify what's required to build trust and communication with your team
	6	Maximizing Virtual Tools	Increase your ability to use the tools available to manage others remotely
Leading Effective Virtual Meetings	7	The Pitfalls of Web-Based Meetings	Find out why web-based meetings are sometimes painful and ineffective
	8	Planning a Virtual Meeting	Know what is required to plan an effective virtual meeting
	9	Leading a Virtual Meeting	Build the skills required to lead successful virtual meetings
Delivering Great Web Presentations	10	Getting Ready for Your Virtual Presentation	Understand the challenges of presenting remotely and what's required for success
	11	Web-based Presentation Basics	Integrate proven practices to ensure great web-based presentations each and every time
	12	Communication Techniques for Web-based Presentations	Deliver successful web-based presentations with three essential communication techniques
Remote Goal Setting and Accountability	13	Keys to Remote Accountability	Build the capabilities to overcome the challenges of holding people accountable remotely
	14	Collaborative Goal Setting at a Distance	Learn the keys to setting goals with people who aren't located with you
	15	Helping Others Achieve Goals	Learn ways to support people in reaching their short and long term goals
Remote Coaching and Feedback	16	Coaching Others—The Basics	Learn how to apply the coaching model to your interactions with others
	17	Applying Coaching Remotely	Discover what's required to coach others remotely
	18	Giving Remote Feedback	Build the skills required to provide feedback remotely