

# Managing Flexible Workers

## Who Would Benefit

For those who have direct reports working remotely or in virtual teams.

## Course Overview

Delegates will learn how to manage remote and flexible workers effectively. The emphasis of this course focuses on managing flexible workers, managing remote workers or managing remote or virtual teams. It is designed for all managers involved in cross functional operations and projects or working from home. The course will examine how to manage and measure those home workers or cross functional or multi-site processes and performance. Delegates will gain a deeper understanding of how to manage common barriers to successful flexible working.

CPD Points: 6

Course Category: Management & Leadership

Recommended No. of Days: 1

Course Location: To be determined

## The Course Includes:

- Developing the right 'Mind Set' for flexible management
- Cultural issues and Organisational structure
- Setting realistic goals and objectives
- Developing a Communication Strategy
- Managing systems and controlling waste
- Increasing output and productivity whilst maintaining an efficient cost analysis
- Defining customer expectations
- Effective motivation strategies and managing/leading teams
- Handling disillusionment and conflict
- Evaluating and monitoring key performance factors
- Making the most of your time and energy

## Learning Outcomes

At the end of this program the delegate can:

- Explain company policies and how extended teams operate and function
- Display an understanding of the issues involved in managing remote workers
- Show a clarity of vision in resolution of issues
- Demonstrate the motivation to address and benefit from flexible arrangements
- Development of a support network of other managers