

## Manager - Training Opportunities

### Leading Remotely

#### Conference Board of Canada

Managing an Unexpected Remote Workforce - <https://www.conferenceboard.ca/insights/covid-19#videos>

Overview: This session provides information on acknowledging that this situation is not normal and changes are required to our routines, staying connected, aligning and achieving outcomes, and the improvements that can be seen by the individuals as well as productivity.

#### LinkedIn Learning Options

To access these resources, either sign up for a free LinkedIn Learning Account (learn how on the library webpage <https://www.confederationcollege.ca/library/library-services> or use your existing LinkedIn Learning login information.

Leading at a Distance - <https://www.linkedin.com/learning/leading-at-a-distance/remote-workers-are-the-future-of-business?u=42281409>

Overview: This session speaks to being intentional with our communication, embracing tools and technology, looking at outcomes, engaging employees, and setting boundaries

Managing Virtual Teams - <https://www.linkedin.com/learning/managing-virtual-teams-4/managing-people-at-a-distance?u=42281409>

Overview: This session talks about setting requirements for performance, removing roadblocks, nurturing team connections and maintaining contact, as well as setting priorities, communicating change, and using a shared tracking tool.

#### EFAP Article

To access this article and other resources, visit the link below and search for your organization (i.e. Confederation College).

Managing Remote Employees - <https://www.workhealthlife.com/Article/Read/managing-remote-employees>

Overview: This article notes the common challenges of managing remote workers including the lack of face-to-face contact, engagement, and communication. It also provides a number of tips around communication, meetings, and engagement.

#### Tips for Succeeding in the Virtual World

- Nurture your team
- Be purposeful in engaging each other
- Set clear goals – speak transparently
- Redefine priorities
- Provide support and build in accountability (peer to peer)
- Help people in regaining their energy by focusing on the team
- Hold more frequent meetings to share what people are working on, to trouble shoot, and to build relationships