

## LEAD YOUR REMOTE TEAM EFFECTIVELY (ONLINE)

### Webinar Overview

“What is the effective approach for managers to lead their remote team?”

When team members are working from home, they have different psychological and procedural needs. Managers must understand their needs and motivate them.

Managers who are able to lead remote team effectively will increase team productivity. Conversely, team that are poorly managed, will have low morale and ultimately resulting in business crisis.

### Webinar Objectives

The objective of the webinar is to provide a structured framework for managers to lead their remote team effectively.

At the end of the webinar, participants will learn to:

- Apply leadership framework to effectively lead their team members that are working from home
- Employ techniques to motivate their team during period of uncertainty
- Utilize tools to establish clear work deliverables
- Design approach to support their team's information and psychological needs
- Develop procedures to connect with their team to maintain cohesive team spirit

### Webinar Outline

- 1. Lead Your Team During Uncertain Time**
  - Avoid four common mistakes when managing people remotely
  - Understand the four important components of the leadership framework
- 2. Motivate And Engage Your Team**
  - Understand the psychology and worries of your team
  - Share your vision, and build trust and confidence with your team
- 3. Establish Clear Work Deliverables**
  - Set clear expectations to ensure work accountability, flexibility and quality
  - Discuss action plan and milestone for progress checking
- 4. Support Your Team To Achieve Team Deliverables**
  - Engage your team through daily communication and virtual meetings
  - Establish virtual white board for information sharing and progress report
- 5. Connect With Your Team To Build Team Spirit**
  - Apply effective techniques to maintain regular team bonding
  - Celebrate small wins and appreciate team's contributions
- 6. Action Plan**
  - Summarize key learnings
  - Drafting of individual managerial action plan

### Training Methodology

The webinar is designed to deliver maximum result through pre-webinar reading; experiential learning; practical activities; insightful videos; group discussions; self-reflection and drafting of action plan that can be applied immediately at work.

### Target Audience

Every manager who wants to lead their remote team effectively to contribute to company success.

### Trainer Profile

Koh Thong Joo is a business practitioner with more than 23 years of industry experience working in MNC; Statutory Board; SME; Public Listed Company and Corporate Training.

During his career, he has spearheaded various portfolios including sales & marketing; business development; strategic planning and corporate training.

Thong Joo holds certification in Master of Science (Industrial/Organizational Psychology & HR Management) by City University of New York; Diploma in Adult and Continuing Education (DACE); Advanced Certificate in Training and Assessment (ACTA); Certificate of Business Chinese; Certified Practitioner Of Neuro-Linguistic Programming® (NLP); Certification as a Human Behaviour Analyst (DISC Profiling); Silva Method; and Business Coaching.

He specializes in providing training in the area of sales; managerial and leadership skills; applied psychology; presentation skills; creative problem solving and service excellence. He has conducted numerous training in Singapore, Malaysia, Brunei, Thailand and China.

### Pre Webinar

- Trainees will receive reading materials such as articles and video.
- Trainees are required to complete a short assignment
- Install and familiarize with basic functions of Zoom >> [here](#)  
Google Classroom >> [here](#)

### OTHER INFORMATION

Please refer to SNEF website for available dates  
Duration : 3 hours, 9am to 12noon / 2pm to 5pm  
Virtual Classroom: **Google Classroom & ZOOM**  
Course fee : **\$192.60 (inclusive 7% GST)**

Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)  
**Click on Training >> Course Categories >> SNEFdigital >> Non Funded Courses >> View Course Dates/Registration**

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