

# #UP/Virtual management

## No. 8533

**Target group:** Managers and team leaders who want to develop and extend their skills to lead from a distance.

**Prerequisites:** An interest in online learning and a willingness to put the theory you have learned into practice and optimize it on a daily basis, to make sure that these new tools become a habit.

**Training method:** Online self-learning phases, live online sessions and support by professional learning experts.

**Duration:** approx. 45 days running time

**Study time:** 2 – 4 hours effective study time on the LearningHub @Cegos | 8 – 10 hours practice-oriented consolidation of what has been learned and successful transfer of the learning content into the working environment

**Number of participants:** min. 8 – max. 12

**Languages:** Available in 7 languages (ideal for international implementation)

DE EN FR ES IT PT CN

**Price:** on request

**Benefits/Content:** Thanks to this learning and implementation program, you will:

- Increase your skills to lead from a distance
- Develop your remote team management skills
- Be even better prepared to ensure team success even from a distance.

You can acquire, deepen and apply your skills in leadership from a distance through a combination of digital learning, live online sessions and support from mentors (supervisors or colleagues).

We call this format #UP. It is based on a personalizable learning path that guarantees real learning success.

By using this format, we are keeping the promise of 4REAL, the process model of the Integrata Cegos Group, to offer you a lasting, practice-oriented and efficient learning experience.

You are the one who is in the driving seat: You have a clear objective right from the start and choose your own learning path.

### Milestones Process Learning and applying

**1. Learning set-up**  
Definition of your objective



Day 1 – 9 | 1 – 2 hours

**2. Live Online Session**  
Exchange on learning content & support



Day 10 | 90 minutes

**3. Personalize**  
your learning path



Day 10 – 11 | 30 minutes

Sprints – You choose two of the following sprints:

### 1. Building and managing a remote team

- Increase your remote team's success by going through the four stages of the Tuckman Team Development Model
- Define the characteristics and risks of each phase
- Use the appropriate strategies to succeed in each of the four phases

### 3. Conducting efficient virtual meetings

- Manage your remote team members' activities through one visit, the right tools and the right duration of remote meetings?
- Empower every single remote team member
- Avoid frustration among team members
- Choose the right time for interaction
- Take a holistic view when preparing the report

### 2. Conducting effective virtual meetings

- Encourage commitment and involvement before the meeting
- Stay focused on a specific objective and a single core message
- Promote partnership cooperation with teleworkers
- Define the operating rules and use facilitation techniques
- Find countermeasures for the most common problems

### 4. Virtual management: Dealing with underperforming employees

- Determine the reasons for the poor performance
- Create a plan to improve the performance of an employee
- Choose between asynchronous and synchronous interaction
- Set up a remote performance feedback loop
- Decide when and how feedback should be given

## 4. Learning and applying to workplace



Day 11 – 40 | 4 – 10 hours

## 5. Live Online Session Exchange on transfer of learning



Day 38 – 43

Day 44 | 1 hour

## 6. Get certified Evidence validation\*



Day 45

\*Prerequisites for the certificate: Submission of two pieces of evidence from third parties (colleagues, managers, clients, etc.) in line with the learning objectives you set yourself at the beginning of the training program.

## Mentoring path



Day 1 – 45 | 4 conversations

Involvement of a company internal mentor (colleague, manager, supervisor, etc.) in the learning program, who will assist you with:

- individual objectives (comparison of company and learning objectives)
- selecting sprints
- collecting learning evidence