

VIRTUAL WORK INSIDER SERVICES: TEAMS & INDIVIDUALS

Most companies benefit from development of a 30/60/90 day plan. The process begins with an assessment phase (key stakeholder interviews and/or survey), followed by plan development and roll-out, and then a post-assessment. The Plan Roll-out includes the Virtual Work Success Framework™ Review and personalized sessions that can be picked from the menu below or other custom sessions that can be created. Alternately, sessions can be selected a la carte from the menu.

A) Leading Successful Virtual Meetings

- What to do before, during, and after virtual meetings to be more effective.
- Review of the tech tools your company has available for the different types of work you do and which to use based on the type of meeting.

B) Leading and Influencing Remotely

- How to stay top of mind from a distance to make sure you have a seat at the table and your ideas have impact.
- Establish trust and develop relationships & culture remotely.

C) Effectively Managing Remote Direct Reports / Working with a Remote Manager

- Building trust and establishing a relationship across the distance.
- Setting business goals and development plans

D) Tech Tool Assessment & Training

- Assessment of your tech tools and recommendation of the right mix for the type of work you do.
- Train teams on the tech tools in partnership with your IT department.

E) Remote Work Policy 101

- Criteria for selecting good virtual work candidates.
- What to thinking about when developing a remote work policy.

F) Effective Virtual Brainstorming

- Learn different ways to brainstorm when not everyone can be together in the same room.

G) Presenting Remotely

- Engage your audience and influence when you can't be in the room with them.

H) Home Office Set Up

- Enable Seamless Virtual Work by having the right home office tools and environment.

I) Convince your Manager to let you Work from Home

- A personalized plan with the tools to ask for the flexibility you want and influence your management to say yes.