

Course : Managing teleworking and hybrid employees

Practical course - 2d - 14h00 - Ref. MTR

Price : 1360 € E.T.

★★★★☆ 4,4 / 5

BEST

How can you, as a manager, design and implement teleworking in the organization of your teams? This training course will enable you to adopt the right managerial practices and postures to create a favorable framework for everyone, maintain cohesion and commitment, and ensure the smooth flow of activity.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understanding the challenges and forms of teleworking
- ✓ Knowing yourself as a manager and adapting your posture to remote management
- ✓ Supporting employees individually and collectively
- ✓ Remote business management

Intended audience

Managers, team leaders, project managers, in charge of teleworking teams or employees.

Prerequisites

Be responsible for one or more teleworking teams.

Practical details

Hands-on work

Workshops for collective and individual reflection, new practices and toolbox building.

Teaching methods

Active, participative teaching methods. Alternating theory and practice with application to the context and experience of participants.

Course schedule

PARTICIPANTS

Managers, team leaders, project managers, in charge of teleworking teams or employees.

PREREQUISITES

Be responsible for one or more teleworking teams.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Understanding the teleworking framework

- Discover the different types of organization.
- Identify the constraints and opportunities of hybrid mode: telecommuting/presenceential.
- Explain the legal framework.
- Identify the challenges and repercussions of teleworking.

Exercise

Workshops: mindmapping of different forms of teleworking organization. Identify their opportunities and constraints.

2 Adapting management to teleworking

- Distinguish between the different roles of the remote manager.
- Know yourself as a manager.
- Diagnose the obstacles to remote management.
- Adapt your posture to remote management.

Hands-on work

Workshops: identifying your own barriers to teleworking.

3 Understanding the profiles of teleworking employees

- Identify employee profiles in a teleworking context.
- Managing remote working: the needs and pace of each employee.
- Supporting individual difficulties.
- Communicate effectively with remote employees.

Hands-on work

Workshops: using DISC profiles. Using story mapping to understand employee needs.

4 Building a shared vision of the collective and its implementation

- Identify the challenges of teleworking for the team.
- Capitalize on the strengths and talents of each individual to serve the collective.
- Create a shared vision of the future.
- Build a project and an organizational framework.
- Unite around an action plan.

Role-playing

Workshops: using the appreciative inquiry approach. Build an action plan to implement remote management.

5 Maintaining a sense of belonging

- Develop a collective mindset.
- Identify the risks of isolation.
- Promote transparent, benevolent communication within the team.
- Encourage remote cooperation.
- Ritualizing team relations.

Role-playing

Workshops: practicing co-development. Working on the collective spirit. Brainstorming on team rituals.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

6 Remote business management

- Define team objectives and deliverables.
- Organize information sharing.
- Building a reporting tool: form and content.
- Choose and use collaborative tools.

Hands-on work

Workshops: building the collaborative toolbox. Define KPIs. Build your reporting tool.

Options

Certification : 190€ HT

DiGiTT® certification is optional when you register for this training course, and consists of 3 stages: taking a Diag® before the course, access to a digithèque to learn the concepts and notions for each digital skill, and then taking the certification exam. This consists of a 90-minute test available in English and French. The result certifies your skill level out of 1000 points (beginner, intermediate, advanced, expert). Taking this course alone is not enough to guarantee a maximum score on the exam. You can schedule and take the exam online within 4 weeks of the start of your session.

Dates and locations

REMOTE CLASS

2026 : 28 May, 15 Oct., 17 Dec.

PARIS LA DÉFENSE

2026 : 28 May, 15 Oct., 17 Dec.