Course : Managing teleworking and hybrid employees

Practical course - 2d - 14h00 - Ref. MTR
Price : 1590 CHF 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.

(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.returnchariot

Dates and locations

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