

Course : Project manager: coordinating a remote project team

Intercultural, hybrid and full remote teams

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

Price : 1610 CHF E.T.

NEW

Managing a remote, hybrid or intercultural project team poses very real challenges: lack of human links, cultural misunderstandings, complexity of tools... This two-day training course will enable you to structure your coordination, adapt your posture, reinforce collaboration and calmly deal with sensitive situations in the context of remote projects.

Teaching objectives

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

- ✓ Adapt behaviors and communications to the cultural context of the project
- ✓ Identify the needs and expectations of your interlocutors through the practice of active listening
- ✓ Establish exchange modes and rituals to maintain project team cohesion
- ✓ Asserting leadership through assertive communication
- ✓ Adapt tools for project follow-up and remote task assignment
- ✓ Managing complex or conflictual situations in a remote project context

Intended audience

Project Managers, Project Management Officers (PMOs)

Prerequisites

Basic knowledge of project management techniques

Practical details

Hands-on work

Workshops, role-playing, sharing of best practices

PARTICIPANTS

Project Managers, Project Management Officers (PMOs)

PREREQUISITES

Basic knowledge of project management techniques

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.

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.

Course schedule

1 Meeting the challenges of remote project coordination

- The challenges of remote coordination: asynchronous communication, time difference, physical distance
- Identify the right tools
- Moving from a culture of control to a culture of results

Group discussion

Identify the biggest day-to-day challenges in coordinating remote projects

2 Maintain a dynamic link with remote employees

- Maintaining motivation through regular, authentic communication
- Ensuring synergy in a hybrid organization
- Building a remote team culture
- Building trust and transparency

Hands-on work

Réflexion en groupe : rituels et activités conviviales à instaurer. Jeux de rôle : réaliser un check-in quotidien avec un membre de l'équipe, faire un feedback, donner des signes de reconnaissances. Mise en situation : préparer et animer une réunion projet à distance et en mode hybride

3 Integrating the multicultural dimension

- Understanding cultural differences in working relationships (examples: USA, China, Japan)
- Adapt your communication style: level of formality, expression of disagreement, expectations in terms of responsiveness
- Strategies for managing intercultural conflicts: avoiding misunderstandings, understanding implicit and explicit signals

Role-playing

Simulation of intercultural meetings and exchange of best practices for adapting to different cultures

4 Assertive communication

- Communicate clearly, respectfully and confidently
- Managing disagreements with the DESC method
- Express your point of view in a positive way

Hands-on work

Exercice : reformulation assertive, entraînement au DESC. Atelier pratique : simulation de situations dans lesquelles l'assertivité est nécessaire, feedback et analyse des comportements.

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.

5 Understanding needs and asking the right questions

- Use active listening techniques: reformulation, open-ended questioning, taking emotions into account
- Integrate the cultural specificities of active listening
- Identify implicit needs and expectations
- Ask effective questions without appearing intrusive

Role-playing

Training in questioning adapted to different work situations in a remote project

6 Set up tools adapted to remote project communication

- Set up a project communication plan
- Real-time communication tools
- Online collaboration tools

Case study

Etude de cas : projet avec une équipe internationale à distance, structurer un plan de communication projet et choisir les outils pour assurer la réussite du projet. Réflexion collective : audit des outils de communication existants ou identifiés.

7 Choosing the right project management tools for intercultural remote teams

- Specifying requirements and tool selection criteria for a multicultural project
- Define the perimeters of each team member
- Manage remote task assignment and follow-up
- Monitor project progress: KPI tracking techniques and remote reporting

Role-playing

Practical workshop: project simulation using a remote project management tool

8 Managing tense situations from a distance

- Identify types of conflict and their triggers in remote project management
- Detect signals to intervene appropriately
- Intercultural mediation
- Using positive communication techniques

Role-playing

Practical workshop: simulations for managing tricky remote situations: non-reactivity, disagreements, conflicts over workload, etc.

Dates and locations

REMOTE CLASS

2026 : 2 Mar., 15 June, 7 Sep., 7 Dec.