

WORKING TOGETHER REMOTELY



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The **Working Together Remotely** programme was developed by LEAP in partnership with TTI Success Insights Ireland. It is designed to meet the needs of teams who regularly collaborate in an office or work situation but who are now working in remotely. This course is of benefit to teams at any time, but even more so now, as they face new challenges working from home and in isolation during to the ongoing Covid-19 Pandemic.

The programme answers four key questions for teams to work effectively in a remote work model:

- 1. Who am I?** What is my behavioural and motivational profile? How do I like to communicate and work and not? What are my strengths and what value do I bring to the team?
- 2. Who are They?** Can I understand my colleagues behavioural and motivational profiles, how they like to communicate and work and not, their strengths and the value they bring to the team?
- 3. Who are We as a Team?** How do our profiles mesh? How can we leverage our individual and combined strengths? How can we communicate more effectively? What might get in the way?
- 4. How can we Work Remotely?** How do we recognise the difference in a distributed working model, how that can cause stress and other problems and how can we manage that through self-paced coaching?

Programme Description

This 5-Step Programme for teams uses TTI Success Insights Science of Self Tools to facilitate team members in understanding the dynamics of their team and provide information on how to support individual team members while working remotely.

Course Objectives

To enhance team performance while working remotely, by using a common language of understanding, allowing members to leverage their diversity, play to their individual and collective strengths and improve team communication and cohesiveness.

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Learning Outcomes

As a result of this programme, participants will:

- Gain insight into their own and their colleagues' profiles and the "makeup of the team" by understanding the behavioural and motivational sciences.
- Have a better understanding of their colleagues, the value they bring to a team and how to communicate and work effectively with a range of "Styles".
- Come up with effective coping strategies for working remotely.
- Learn how to support their team members when working remotely.

Tools Used

- Two of the TTI Success Insights Science of Self Tools – DISC (Behaviours) and Driving Forces (Motivators).
- A range of behavioural and motivational discovery exercises for individual and group sessions.

Who Should Attend?

Members of remote teams who want to improve their communications and general effectiveness through improved intra and inter-personal understanding and the development of effective strategies.

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Programme Content

Introduction to the programme

Virtual Session – 30 - 60 minutes

- Explanation of the 5-Step Programme and how it will be delivered.
- Information on Homework and Handouts.
- Confirm module dates and individual debriefing sessions.
- Answer any initial questions.
- Permission to be sought under GDPR for permission to share information.
- Technical check.

Step 1:

Talent Insights Assessment to be completed by participants

Each Team member will complete the Talent Insight Assessment and carry out a short self-debriefing exercise.

Step 2:

90-minute Debriefing Session for each team member by facilitator

Debrief by external facilitator and participant will take part in exercises during the session.

Step 3: 90-minute to 120-minute Virtual Classroom Session entitled “Dynamic Communications”

- General session on the Various DISC Styles and Driving Forces.
- Participants will learn how to recognise and communicate with “Styles”.
- Group Exercises and Case Studies will be used to embed learning.
- Discuss Team Dynamics and use Team Wheels where details of the team will be displayed.

Step 4:

90-minute to 120-minute Virtual Classroom session entitled “Leveraging your Team”

The facilitator will lead the participants through a number of exercises on

- Mapping Your Team
- Leadership Behaviours
- Leveraging Your Team

Step 5:

90-minute to 120-minute Virtual Classroom session entitled “Working Together Remotely”

- In this session, the facilitator will discuss the ideal environment component of the behaviours report and discuss various styles and how they experience remote working and how to build on the positives and strategies to mitigate the negatives.
- Discuss Stress and complete the Take Control of Your Stress exercise.
- Review Driving Forces, how they experience remote working and how to build on the positives and strategies to mitigate the negatives.
- The facilitator will advise on how team members can be supported during this time using the Home Working Report and Talents Insights Report.
- Q& A and wrap up