An online upskilling route
to teams' transformation

A program to improve remote teams' efficiency & collaboration

Working as well as managing a team remotely poses challenges but also adds agility and other benefits to a company. To help organizations grow their employees' skills, we developed a modern eLearning system focusing on engagement and innovation. We build virtual environments, with live tutors and facilitators, that combine the benefits of the traditional classroom training and the flexibility offered by distance learning, focusing on participants' engagement and hands-on practice.

In this direction, to introduce your team to the Remote Working Culture and the eLearning experience, we have compiled the following set of eModules.

FOUND.ATION

FOUND.ATION is a technology and innovation platform that passionately fosters the digital evolution inside organizations and teams. Its main focus is to ignite innovation and drive transformation through digital upskilling, new technologies and culture shift.

Contact us:

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http://thefoundation.gr/

Best Practices
of Remote Working
for team members

Duration: 45 min + 15min Virtual Q&A

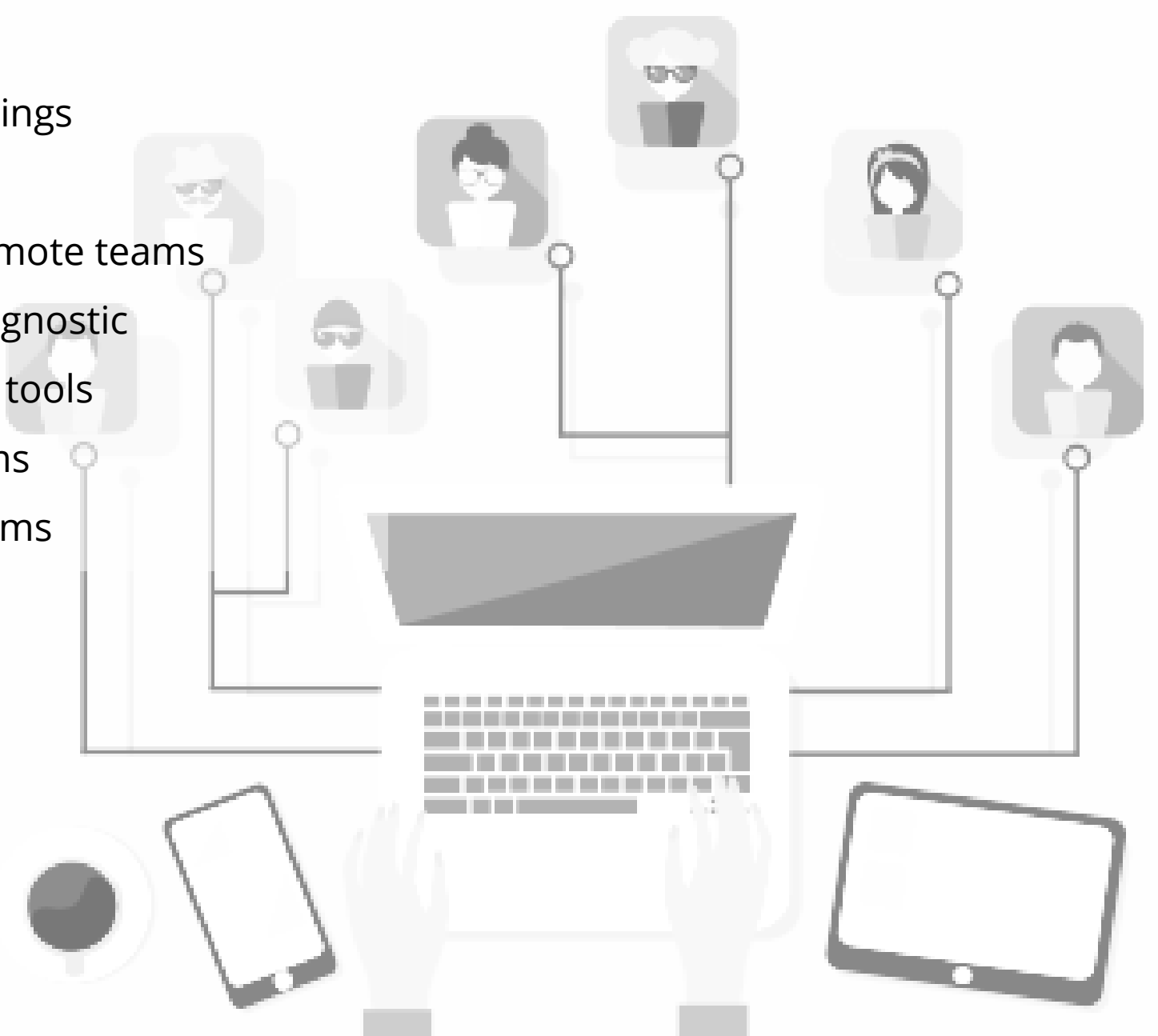**Participants:** up to 60 people

Type: eLecture

A live online lecture using a video platform for webinars where participants can interact with the tutor and facilitators via written questions and other written interactivity tools.

Description:

Mastering remote work is all about finding the right mechanisms to stay productive and connected. This live and interactive eSeminar introduces you to techniques that will keep you and your team synchronized and working in harmony. You will learn how to effectively be part of an organization utilizing a remote work system while maintaining a healthy work/life balance. Participants will be introduced to online tools and recommended methods in a virtual environment that combines the benefits of the traditional classroom training and the flexibility offered by distance learning.

Curriculum:

- Business Etiquette for online meetings
- The essentials for online meetings
- Best practices for high effective remote teams
- Communication etiquettes – tool agnostic
- Introduction to online productivity tools
- Emotional distance in remote teams
- Work & life balance for remote teams

Project Management & Collaboration Tools
for Remote Teams

Duration: 1,5 h

Participants: up to 18 people

Type: eSeminar

An online seminar delivered live from a tutor and facilitators using a web communication and collaboration platform where participants take part as if they where in a classroom.
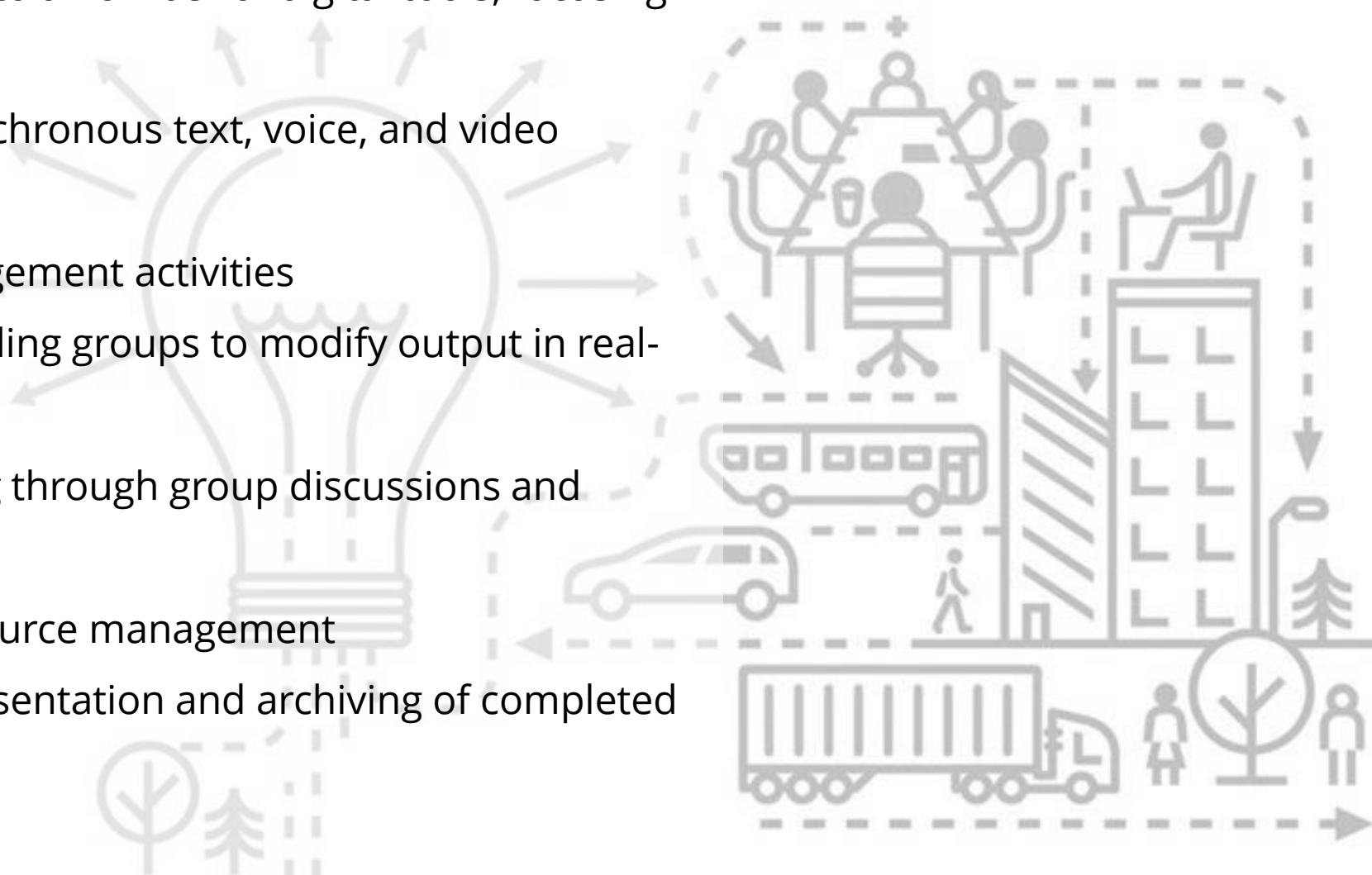
Description:

Enabling a remote workforce is not "business as usual." There are critical differences in managing in-office and remotely: communication, culture, and management must adjust. This eSeminar introduces you to digital tools that address best the needs of people that have to cooperate remotely. The focus of this session is on project management, collaboration and time management digital platforms. Participants will be exposed to tools' capabilities and best practices tailored for remote teams. They will have the chance to use the tools and get accustomed with their functionalities.

Curriculum:

Participants will be introduced to a number of digital tools, focusing on the following activities:

- Facilitate real-time and asynchronous text, voice, and video communication
- Assist in basic project management activities
- Support co-creation by enabling groups to modify output in real-time or asynchronously
- Facilitate consensus building through group discussions and polling
- Simplify and streamline resource management
- Enable local and remote presentation and archiving of completed projects

Managing
my Team Remotely
for leaders/managers

Duration: 1,5 h

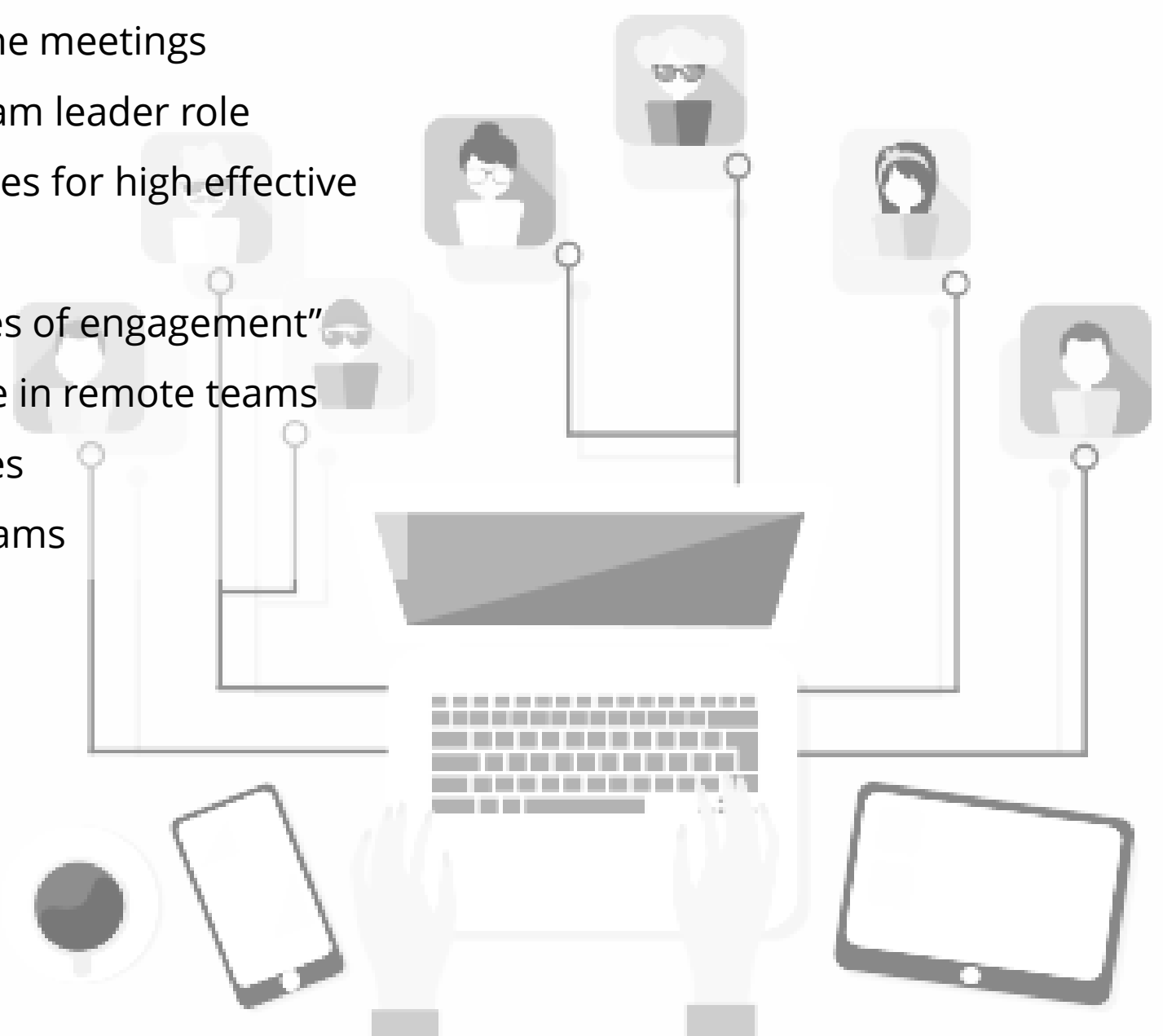**Participants: up to 18 people**

Type: eSeminar

An online seminar delivered live from a tutor and facilitators using a web communication and collaboration platform where participants take part as if they where in a classroom.

Description:

The workplace is evolving along with workers' and employers' mindsets on remote working. Remote working is the new trend but managing people you don't see on a day to day basis poses unique challenges, from methods of communication to work flow issues. This eSeminar introduces you to strategies that promote the efficiency of remote teams, while maintaining the personal relationships of their members. A live training session of high interaction that allows the end user to learn in an active way, according to his/her daily working life needs.

Curriculum:

- The essentials for organizing online meetings
- PM & collaboration tools – The team leader role
- Resource allocation & best practices for high effective remote teams
- Communication etiquettes & "rules of engagement"
- How to handle emotional distance in remote teams
- Team building exercises & activities
- Work & life balance for remote teams

Intro to Design Thinking
Service Design with a Remote Team

Duration: 4 h

Participants: up to 15 people

Type: eWorkshop

A live online workshop where facilitators using a web communication and collaboration platform, prototyping and other interactivity tools guide the participants towards hands-on and cooperative learning.

Description:

An eWorkshop aligned with the Design Thinking method and tailored for the needs of remote workers. It aims to help participants improve the value of their products and services, while approaching existing challenges in a user centered way. This highly interactive session will focus on tools and best practices that will boost a team's problem solving confidence and promote a user centered decision making culture among its members.

Outcome:

Upon the completion of this eWorkshop participants will be able to:

- Understand the User Centered Design process
- Define correctly the challenges they are facing
- Adopt a data-driven decision making process
- Develop assumptions and validate them & ideate in a positive mindset
- Keep in mind the user in the development of their prototypes or MVPs.