



High-Performance Teams Remote Workforce

High-Performance Teams Remote Workforce -
Online Training Course - CPDUK Accredited



Corporate
Member

The CPD Certification Service



OVERVIEW

Welcome to The Mandatory Training Group's online High-Performance Teams Remote Workforce training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

High-Performance Teams (Remote Workforce) are organisations, teams or groups working in a virtual environment that are focused on achieving the same goals. Bringing team members together through a virtual environment can be a challenging task. This workshop identifies these challenges and helps your participants push through to success.

With our online High-Performance Teams Remote Workforce training course, participants will begin to see how important it is to develop a core set of high-performance skills while working remotely. By knowing and managing the way people interact in a remote environment, you will be setting up your high-performance teams to accomplish any task.

High-Performance Teams Remote Workforce – E-Learning Course — CPDUK Accredited

- ◆ Study method – Online, self-paced
- ◆ Estimated duration (Indicative CPD hours) – 4 hours
- ◆ Course format – Online (24/7 access)
- ◆ Entry requirements – no prerequisites required
- ◆ Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- ◆ Certification/Qualification – Downloadable CPD certificate
- ◆ Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- ◆ Course accreditation – CPD Certification Service (CPDUK)
- ◆ Course access – Part-time (1-year access)
- ◆ Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This online High-Performance Teams Remote Workforce training course is suitable for those who are looking to gain the skills to develop and manage high-performance virtual teams.

Course aims

With our online High-Performance Teams Remote Workforce training course, participants will begin to see how important it is to develop a core set of high-performance skills while working remotely. By knowing and managing the way people interact in a remote environment, you will be setting up your high-performance teams to accomplish any task.

Learning outcomes

The learning outcomes of this online High-Performance Teams Remote Workforce training course are to:

- ◆ Define high-performance teams
- ◆ Define remote workforce
- ◆ Understand the characteristics of a high-performance team
- ◆ Understand how to create teamwork
- ◆ Understand the importance of communication
- ◆ Understand how to train your high-performance team of remote employees
- ◆ Learn how to manage a high-performance team
- ◆ Learn the techniques of a productive team meeting.

What is covered in this course?

This online High-Performance Teams Remote Workforce training course includes the following:

Module 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module 2: Remote Workforce

- What is a Remote Workforce?
- Types of Remote Workforce
- Benefits of a Remote Workforce
- Materials for Remote Workforce
- Case Study
- Module Two: Review Questions

Module 3: High-Performance Teams

- What is a High-Performance Team?
- Benefits of High-Performance Team
- Leadership for High-Performance Team
- Understanding Team Dynamics
- Case Study
- Module Three: Review Questions

Module 4: Characteristics of High-Performance Teams

- Excellent Communication
- Goal-Oriented
- Flexibility
- Committed
- Case Study
- Module Four: Review Questions

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Module 5: How to Create Teamwork

- Identify Group & Individual Responsibilities
- Give Permission to Take Action
- Build Relationships
- Give Feedback
- Case Study
- Module Five: Review Questions

Module 6: Types of Communication

- Virtual Team Meetings
- Telephone Conferences
- Email Communication
- Intranet, Webpage, and Social Media Communication
- Case Study
- Module Six: Review Questions

Module 7: Training Your Team

- Telecommute Training
- Web-based Training
- Peer to Peer Training
- Training Assessment and Retraining
- Case Study
- Module Seven: Review Questions

Module 8: Managing the Team

- Tracking Team Performance
- Counselling Employees
- Positive Recognition for Employees
- Training Never Stops!
- Case Study
- Module Eight: Review Questions

Module 9: Effective Team Meeting How-to

- Have a Clear Agenda
- Use Screen Shots or References
- Create a Safe Place
- Team Meeting Don'ts
- Case Study
- Module Nine: Review Questions

Module 10: Keep Happy and Motivated High-Performance Team

- Watch for signs of Conflict or Unhappiness
- Employee Feedback and Concerns
- Give Opportunities for Additional Education
- Impart Opportunities for Career Growth
- Case Study
- Module Ten: Review Questions

Module 11: Don'ts with High-Performance Teams

- Don't Forget to Share Success
- Don't Delay in Responding
- Don't Assign Vague Responsibilities
- Don't Lead as a Dictator
- Case Study
- Module Eleven: Review Questions

Module 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations
- Recommended Reading

Why is this online High-Performance Teams Remote Workforce training course essential?

A high-performance team can be defined as a group of people with specific roles and complementary talents and skills, aligned with and committed to a common purpose, who consistently show high levels of collaboration and innovation, produce superior results, and extinguish radical or extreme opinions that could be damaging. The high-performance team is regarded as tight-knit, focused on their goal and have supportive processes that will enable any team member to surmount any barriers in achieving the team's goals.

Within the high-performance team, people are highly skilled and can interchange their roles. Also, leadership within the team is not vested in a single individual. Instead, the leadership role is taken up by various team members, according to the need at that moment in time. High-performance teams have robust methods of resolving conflict efficiently so that conflict does not become a roadblock to achieving the team's goals. There is a sense of clear focus and intense energy within a high-performance team. Collectively, the team has its consciousness, indicating shared norms and values within the team. The team feels a strong sense of accountability for achieving their goals. Team members display high levels of mutual trust towards each other.

To support team effectiveness within high-performance teams, understanding of individual working styles is essential. This can be done by applying various tried and tested tools to understand behaviour, personalities and thinking styles of team members.

Using Tuckman's stages of group development as a basis, an HPT moves through the steps of forming, storming, norming and performing, as with other teams. However, the HPT uses the storming and norming phase effectively to define who they are and what their overall goal is, and how to interact together and resolve conflicts. Therefore, when the HPT reaches the performing phase, they have highly effective behaviours that allow them to overachieve in comparison to regular teams. Later, leadership strategies (coordinating, coaching, empowering, and supporting) were connected to each stage to help facilitate groups to high performance.

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HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

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ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.



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WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.



Civility in the Workplace Training Course for Global Executives

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA



City and Hackney

Clinical Commissioning Group

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK



Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for **everyone** **Statutory and Mandatory Training for Healthcare Providers**

"All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK



Online Training and Development for the Public Sector

"We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."

David Sanchez, Eden Brown Synergy, London, UK



Blended Train the Trainer Courses for Healthcare Providers

"We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".

Kate McLoughlin, Nuffield Health, Bournemouth, UK

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LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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