

## MANAGING DISTANCE TEAMS



MANAGING DISTANCE TEAMS (MDT) is a powerful learning program for managers of employees who work at a distance—at home, at other company sites, on the road, at client sites.

MANAGING DISTANCE TEAMS is based on extensive global research. It starts by establishing a foundation for successful distance management by:

- addressing the myths and incorrect assumptions that managers often make about distance work and distance workers;
- providing an employee assessment tool for ensuring that managers have the workers who will be successful at a distance; and
- assessing managers' own strengths and weaknesses as distance managers.

MANAGING DISTANCE TEAMS provides unique tools, templates, and step-by-step methods for managing individuals and work teams at a distance. These include:

- establishing performance goals and expectations;
- building distance relationships and connections;
- delivering corrective feedback and coaching for improvement;
- setting up distance teams for success; and
- running effective meetings by telephone, e-mail, video, and on the web.

MDT concludes with an assessment of current team performance and provides next step actions in areas that need improvement. The result: a more effective and committed distance team.

### MDT TOOLKIT

**MANAGING DISTANCE TEAMS is built on practical tools, tips, and other resources with step-by-step action guides for managers:**

- The Seven Principles of Managing Distance Work
- Distance Manager Self-Assessment (can also be used as a Prospective Distance Manager Assessment)
- Prospective Distance Employee Assessment
- Guidelines for Building Distance Relationships: The Four Dimensions
- Distance Feedback and Coaching Do's and Don'ts
- Tip Sheets: E-Mail Communications, Running Teleconferences, Video Meetings and Conferences
- Distance Team Charter Guidelines
- Operating Agreements Checklist
- Tip Sheet: Best Practices for Maintaining Connections
- Distance Team Performance Assessment
- Intervening for High Performance Tool

### LEARNING DESIGN OPTIONS

**MDT is available in e-learning, classroom, and blended formats, and as an on-line toolkit. WfD also partners with learning & development groups to bring its distance work knowledge base, measurement capabilities, and curriculum design expertise to assess critical distance learning needs and create customized learning solutions.**



WFD Consulting was founded twenty-five years ago on the belief that companies achieve extraordinary business results when employee, customer, and business needs are aligned. WFD provides a unique, solution-focused perspective on the people issues that impact businesses.

**Distinguished Clients**

WFD's clients have won wide recognition for their human resources policies and practices. We number among our clients 40% of the companies on the most recent *Working Mother* magazine's "100 Best Companies" list, and over 50% of the companies who have won the Catalyst Award for innovative approaches to the recruitment, retention, and advancement of managerial women. Our clients include:

- Abbott Laboratories
- Aetna Inc.
- Allstate Insurance Company
- American Express Company
- AT&T
- Baylor University
- BP
- Bristol-Myers Squibb Company
- Camp Dresser McKee
- Citigroup
- Deloitte & Touche
- Dow Corning
- DuPont Company
- Eastman Kodak Company
- Eli Lilly and Company
- Exxon Mobil Corporation
- Federal Express
- Ford Motor Company
- General Electric Company
- Glaxo SmithKline
- Hewlett-Packard Company
- IBM Corporation
- Johnson & Johnson
- JP Morgan Chase
- Massachusetts Institute of Technology
- Merck & Co., Inc.
- Ohio State University
- PricewaterhouseCoopers
- Prudential Insurance Company of America
- Sears, Roebuck & Co.
- The St. Paul Companies
- Texas Instruments
- USAA
- Xerox Corporation

**WFD Consulting Products and Services**

- Global Work-Life and Dependent Care Strategy
- Diversity Strategy
- Workforce Measurement: Assessment, Diagnosis, Benchmarking, and Evaluation
- Flexible Working Solutions
- Retention and Advancement of Women
- Workload Initiatives
- Collaborative Initiatives
- Workforce Briefings for Executives
- Managing Distance Work
- Work-Life Effectiveness for Work Groups
- Child Care Center Feasibility Studies and Quality Audits
- Dependent Care Vendor Management