

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.

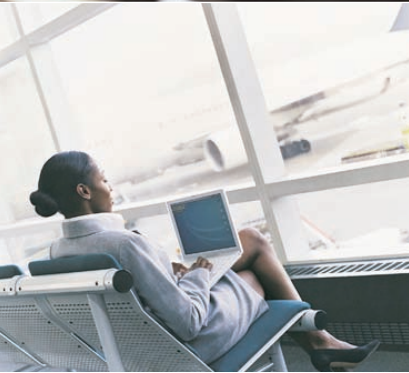
MDT TOOLKIT

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