

GOA INSTITUTE OF MANAGEMENT



Managing Remote Employees

January 22nd to February 6th, 2021



ABOUT

MDPs @ GIM

The MDPs at GIM provides an intense and transformative learning experience designed to fit the requirements of seasoned mid-career executives. The programmes will equip the participants with various critical capabilities to succeed in an ever-changing global business environment.

. Our programmes are led and facilitated by experienced faculties who share with the participants their research- driven insights and their knowledge of current industry best practices



WHY

THIS PROGRAMME

Remote work, telework or work from home has emerged as a norm rather than a privilege during the Covid crisis challenging the way in which work was ever envisaged or imagined. While some firms in the IT industry had some practices towards WFH and managing global, remote talent; for many other industry leaders, this change was unprecedented. This has forced them to develop new skills on managing remote employees. The new team structure mandates sensitization towards challenges of an employee working remotely and often working from home or shared space; leading through style differences which are often subtle yet important in virtual world. Alongside, also find newer methods of Human resource anchors that enable the seamless work through remote employees.

The three- day program is designed to equip the managers and leaders to learn how to manage self, others and learning the skills of managing the remote employees in absence of non- verbal and verbal cues through virtual empathy.

PEDAGOGY

The workshop will be conducted online on MS Team. The program anchors are Prof Anamika Sinha and Dr. Sunil Singh, CEO, Mindstream Consulting Services Pvt Ltd. The 4 evening sessions of 2 hours each every weekend, will be power packed with psychometric tests, online and offline simulations, lectures, case studies and recorded best practices by Industry experts as pre-workshop-work



PROSPECTIVE PARTICIPANTS

The program is ideal for Managers, Team Leaders, , Head of Departments/Functions, Entrepreneurs who are coping with the demands of remote working themselves and the team that they manage. The program has equal focus on managing self as well as managing others.

LAST DATE FOR NOMINATION

In order to finalize contents and confirmation of speakers, participants need to send their nominations latest by

January 10, 2021.

COORDINATORS



Dr. Anamika Sinha

Dr. Anamika Sinha is a PhD in Organizational Behaviour from University of Lucknow, and has over 20 years of experience in teaching, training and consulting.

She has consulted several organizations on behalf of Nirma University and Goa Institute of Management in the area of HR Audit, competency mapping, organizational restructuring etc. She has also conducted Management Development Programs on interpersonal effectiveness and leadership for teams of Kalpataru Power Transmissions Ltd, Gujarat State Fertilizer and Chemicals Ltd., Torrent Power Ltd., National Dairy Development Board, Bharati AXA Ltd, Colorcon, J and J, Konkan Railways, NIAM to name a few

She has written cases that are listed at Harvard Business Publishing, Emerald, and Human Capital. She also has publications in top ABDC journals.

Prof Sinha is certified in Train the Trainer from the Dale Carnegie Institute of training, Coaching skills by Ericson Coaching Pvt. Ltd, and DISC Personality profiling through Thomas Assessment Pvt. Ltd. She also has deep level understanding of human processes and is working towards developing her self as T group facilitator through Indian Society for Applied behaviour Sciences, New Delhi.

Dr Sunil Singh

Dr. Sunil Singh founder and CEO of Mindstream Consulting. He is a Fellow from IIM Bangalore and has lead HR functions at several organizations like MECL, Sasken Communication, Gulf Oil, PunjLloyd, Reliance Industries, and Cadilla Pharma Ltd. He brings over 22 years of experience in pharma, Oil and Gas, Telecom and IT. He has led multiple Internal and External Consulting Projects.

He has taught multiple HR courses at IIM Udaipur, IIM Ahmedabad, XLRI, Goa University. He has personally led large scale HR transformations and has managed large diversified work. He has published several Papers and books and has keen interest in the area of Leadership, Organization Design, Innovation, Future of Work, Workforce Restructuring, Automation, Culture, Career Anchors, Employee Engagement & Happiness etc. He is certified ICF Coach (ACC) and has coached senior Leadership Teams for more than 1000 Hours.

Additionally, He is Certified in multiple Psychometric Instruments like MBTI, FIRO-B, HOGAN, KOAN, etc., Certified Assessor from Mercer, Certified in e-IPE Job Evaluation Methodology.



Managing Remote

Employees

22nd January to 22nd

February, Weekend Classes

from 6.30-8.30



Programme Agenda

At the end of the program, the participants will develop skills and understanding of following topics

- Why remote work
- Preparing for remote work
- Managing self during work from home. Work from shared spaces
- Understanding communication styles on online medium, and adjusting to the group dynamics online
- Setting and managing expectations
- Recruiting, Onboarding, training, performance management and exit of a remote employee

The participants will be issued a certificate from GIM on short term MDP program on managing remote employees

Certification

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REGISTRATION FORM

MANAGEMENT DEVELOPMENT PROGRAM

Managing Remote Employees

January 22nd-February 22nd, 2021

Goa Institute of Management, Goa

Please fill the form and email to (anamika@gim.ac.in)

Name: _____

(Kindly note, the above mentioned name will be printed on the certificate)

Male: **Female:** **Date of Birth:** _____

Designation: _____

Department: _____

Company Name: _____

Work Experience (years): _____

Communication Address: _____

Phone / Mobile number: _____

Email ID: _____

To whom do you Directly Report to? _____

How many employees report to you? _____

Expectations from the Programme: _____

Signature:

Date:

COURSE FEE

- INR15,000/- plus GST per head for corporate nominations/ Entrepreneurs
- For bulk nomination of more than 2 persons per person rate will be 12,000/- plus GST
- The registration fees are received through NEFT/IMPS.

Following are the bank details:

Bank Account Number: **23611450000016**

Beneficiary Name: Goa Institute of Management

Bank Name: HDFC Bank (Sanquelim Branch)

IFSC Code: **HDFC0002361**

Account Type: Savings Account

