DEVELOR

RE/START
COMMUNICATION & COLLABORATION

Are you **ready**?

The top management communicates frequently, clearly and timely to the staff.

YES   NO

We have well-set communication channels and related routines for a fully remote or hybrid operation.

YES   NO

Our colleagues are prepared to communicate and collaborate remotely.

YES   NO

Why address **collaboration**?

Most companies shifted their operation to a full or partial home office, and this way of working will stay with us, resulting in a hybrid operation in the mid and long run. Tested and proven communication routines, channels and related skills must be questioned and revised to be able to react to the present situation. Many people are isolated, losing the classical sources of information, and managers don't know how to handle it. The broken communication badly influences not only the work efficiency and collaboration, but also the engagement of staff.

Our **Communication &**
Collaboration Solutions

sociomapping®

Communication Analysis & Workshop

Team Sociomapping is a unique, cutting-edge tool for assessing and developing communication, collaboration and cohesion within teams. Based on quick tailored online survey the system creates a set of 3-D, highly visual team-maps and individual reports that help find the areas for improvement. It is absolutely suitable **to analyze the current and optimal relationships within working groups.** Now it is available in a custom design reflecting the restart phase to support hybrid or remote teamwork. **Results are interpreted to the manager via consultation, and addressed with the team during a 1-day interactive workshop.**

DELIVERABLES

- Set of interactive maps on selected team aspects (communication, collaboration, decision making or others)
- Currently also customised set recommended for Restart phase
- Individual and team reports

FORMAT

- Online questionnaire - 15 minutes
- Online team-leader consultation - 1 hour
- Online or offline team workshop - 1 day

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Working in Remote Teams Course

Technological improvements make remote work possible for more and more people all over the world. No matter if going remote is based on a conscious decision, a result of compulsion or it is an answer to a crisis such as the one we live in. **Remote work has a lot of advantages, but it does have some challenges as well.**

The purpose of the training is to support participants in successfully adapting to remote work while maintaining the required level of productivity and keeping work-life balance in a remote environment.

TOPICS

- Advantages and challenges of remote work
- Conscious, effective task & time management in home office
- Keeping work-life balance if you work from home office
- Communication and collaboration principles in remote work

FORMAT

- Online: 4 x 90 minutes virtual class
- Additional materials for individual work between modules
- Optional add-on elements:
    - Online application consultation (45-60 minutes/group)
    - Online individual coaching (60-90 minutes/person)

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Leading Remote Workers Course

There is no more relevant skill today than leading, motivating and supervising home office workers. There is no bigger challenge than creating an engaging environment within the new, unprecedented circumstances and operating without ready answers and experience. Our virtual classroom program helps you to cope with the current unexpected situation. It provides **practical leadership routines and strategies to motivate, supervise and review your remote team** members, and enhance team collaboration by the help of technology.

TOPICS

- Motivating and engaging for results
- Leadership routines with home workers & hybrid teams
- Using technology for your benefit (communicate, support, control)

FORMAT

- Online: 6 x 90 minutes virtual class
- Additional materials for individual work between modules
- Optional add-on elements:
  - Online application consultation (45-60 minutes/group)
  - Online individual coaching (60-90 minutes/person)

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Meetings Structure
Revision & Course

The home office and hybrid operation require a new meeting structure, new meeting types and supporting digital tools. With the help of a workshop with the representatives of different departments of an organization, the current meeting structure can be assessed and based on the findings a new one can be defined. **Some meetings without any relevance should be discontinued, some can be kept with revised content and some new ones can be started.** General meeting principles and norms are also defined. In the workshop we use the typology of Patrick Lencioni.

TOPICS

- Assessment of current meetings (goals and value)
- The meeting typology of Patrick Lencioni
  - Daily check-ins
  - Weekly tactical meetings
  - Monthly strategic meetings
  - Quarterly review meetings and off-sites
- Meeting principles and norms

FORMAT

- Online: 2 day virtual workshop
- Offline: 2 day classroom workshop

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