

LEADERSHIP & MANAGEMENT | COURSE BROCHURE

Leading Hybrid and Remote Teams

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Hybrid working is now a permanent feature of many organisations, yet leading people who are not in the same place every day requires different skills. This course equips managers to build trust, maintain performance and keep teams connected across locations and time zones. Participants learn how to set clear expectations, run effective virtual and hybrid meetings, use collaboration tools purposefully, support wellbeing and ensure fairness between office-based and remote colleagues. The course concludes with a practical hybrid team charter that participants can introduce in their own teams.

Remote and hybrid teams can be highly productive, but only when leaders adapt how they communicate, delegate and measure results. This course gives you practical frameworks and tools to lead distributed teams with confidence, avoid proximity bias and create a team culture that works wherever people are located.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Learning is delivered through facilitated discussion, case studies of hybrid organisations, simulations of virtual meetings, team-charter workshops and peer coaching. Participants bring real challenges from their own teams and develop solutions throughout the week.

Course objectives

By the end of this course, participants will be able to:
• Identify the specific leadership challenges of hybrid and remote work
• Set clear goals, responsibilities and ways of working for distributed teams
• Run engaging and productive virtual and hybrid meetings
• Build trust, inclusion and team identity across locations
• Manage performance based on outcomes rather than presence
• Create a hybrid team charter tailored to their own team



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Target audience

This course is suitable for:

- Team leaders and line managers of hybrid or remote teams
- Department heads managing staff across sites or countries
- Project managers leading virtual project teams
- HR and organisational development professionals
- Managers preparing to introduce hybrid working

Target competencies

Participants will develop competencies in:

- Remote leadership
- Virtual communication
- Outcome-based performance management
- Team trust and inclusion
- Digital collaboration
- Wellbeing awareness

Course outline

Day 1: The Hybrid Workplace

09:00–09:54	How hybrid and remote work have changed leadership expectations
09:54–10:48	Common pitfalls: isolation, proximity bias and communication gaps
10:48–11:00	Choosing the right hybrid model for different roles
11:00–11:30	**Coffee break**
11:30–12:12	Choosing the right hybrid model for different roles (continued)
12:12–13:06	Assessing the current state of your team
13:06–14:00	Practical exercise: Mapping your team's ways of working

Day 2: Communication and Collaboration

09:00–09:54	Synchronous and asynchronous communication: when to use each
09:54–10:48	Designing effective virtual and hybrid meetings
10:48–11:00	Choosing and governing collaboration tools



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11:00–11:30	**Coffee break**
11:30–12:12	Choosing and governing collaboration tools (continued)
12:12–13:06	Reducing digital overload and meeting fatigue
13:06–14:00	Simulation: Facilitating a hybrid team meeting

Day 3: Trust, Inclusion and Team Culture

09:00–09:54	Building trust when teams rarely meet in person
09:54–10:48	Ensuring fairness between remote and office-based colleagues
10:48–11:00	Onboarding new team members remotely
11:00–11:30	**Coffee break**
11:30–12:12	Onboarding new team members remotely (continued)
12:12–13:06	Creating rituals that strengthen team identity
13:06–14:00	Case study: Rebuilding cohesion in a dispersed team

Day 4: Performance and Development at a Distance

09:00–09:54	Setting clear objectives and measurable outcomes
09:54–10:48	Effective one-to-ones and feedback in virtual settings
10:48–11:00	Coaching and developing remote employees
11:00–11:30	**Coffee break**
11:30–12:12	Coaching and developing remote employees (continued)
12:12–13:06	Recognising and addressing performance issues early
13:06–14:00	Role play: A remote performance conversation

Day 5: Wellbeing and Sustainable Hybrid Working

09:00–09:54	Recognising signs of stress and disengagement remotely
09:54–10:48	Boundaries, flexibility and the right to disconnect
10:48–11:00	Leading change towards new working patterns



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11:00–11:30	**Coffee break**
11:30–12:12	Leading change towards new working patterns (continued)
12:12–13:06	Measuring team health and engagement
13:06–14:00	Capstone: Developing a hybrid team charter

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	9 Nov 2026	13 Nov 2026	**€3,150.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Frankfurt Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,650.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.-**
Kuala Lumpur Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,450.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,860.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Istanbul Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,650.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.-**
Amsterdam Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,540.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Vienna Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,940.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
Singapore Confirmed dates	8 Feb 2027	12 Feb 2027	**€2,820.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**
London Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,450.–**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
Dubai Confirmed dates	8 Mar 2027	12 Mar 2027	**€3,150.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Frankfurt Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,650.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
Cape Town Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,890.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Paris Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,860.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**
Istanbul Confirmed dates	10 May 2027	14 May 2027	**€2,650.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**
Amsterdam Confirmed dates	24 May 2027	28 May 2027	**€2,540.–**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.–**
Barcelona Confirmed dates	31 May 2027	4 Jun 2027	**€2,840.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.–**
Singapore Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,820.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
London Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,450.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.–**
Dubai Confirmed dates	12 Jul 2027	16 Jul 2027	**€3,150.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.–**
Frankfurt Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,650.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,450.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,450.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Paris Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,860.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Istanbul Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,650.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,540.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.–**
Cape Town Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,890.–**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.–**
Singapore Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,820.–**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.–**
London Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,450.–**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.–**
Dubai Confirmed dates	8 Nov 2027	12 Nov 2027	**€3,150.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Frankfurt Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,650.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.–**
Rome Confirmed dates	29 Nov 2027	3 Dec 2027	**€2,450.–**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,450.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.–**
Paris Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,860.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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