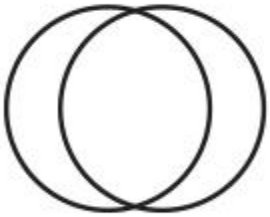
A.3 Skills List

Remote Management for SMEs

WP COORDINATOR(S)	ECTE



Re.Ma

Remote Management
for SMEs

Co-funded by
the European Union

Co-funded by
the European Union

The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Revision History

Author	Date	Version	Description
ECTE	12/01/2021	v.1	Skills List

Contents

Skills list 6

Purpose and Scope 6

2.1 Job description and key activities 6

2.2 Required knowledge, skills, and abilities of the professional 6

Skills list

Purpose and Scope

The purpose of this document is to define the skills needed by a professional in an SMEs to act as a remote working manager and shape his professional profile.

2.1 Job description and key activities

A remote manager for a SME is a professional whose main responsibility lies in building and maintaining positive relationships with remote employees and ensuring that they are equipped with the tools, resources, and support they need to excel in their roles. He has skills at managing performance, providing feedback, and coaching team members to achieve their full potential. He has to be a good communicator and collaborator, understanding the importance of clear and timely communication in a remote work environment.

The Remote Manager performs the following activities:

- To create a foundational strategy for implementing a remote transformation
- Lead in a remote environment
- Assess teams' and managers' readiness and preparation for remote work
- Build a remote organizational culture and practices

2.2 Required knowledge, skills, and abilities of the professional

The remote manager for SMEs should have the following professional knowledge, skills and competences:

In Remote Work Practices

Be able to Create a foundational strategy for executing a remote transformation

The learner identifies what remote work stands for and what the factors supporting remote working are
The learner understands what Remote work is and who the Remote workers are
The learner recognises the ability of an organization to effectively manage and support remote work arrangements

Be able to determine what type of remote team he has or plan to have

The learner appraises the challenge of hiring from everywhere around the world.
The learner distinguishes the differences between hiring and onboarding in a remote working environment.

Co-funded by the European Union

The learner evaluates candidates for a remote position

In Managing a Remote Team

Be able to lead in a remote environment

He recognises the importance of communication

He recognises Asynchronous Communication

He establishes meetings and collaboration

Be able to set and track appropriate metrics for success in a remote working environment

He applies results-oriented mindset

He utilises Project and Task Management

Lead and create leaders in a remote environment

He differentiates between job satisfaction and performance

He identifies Career Development

He identifies Remote Leadership and Responsibility

In Remote Transition Processes for an SME

Be able to determine what type of remote team he has or plan to have

He utilises a plan to remote transition

He distinguishes between the type of remote team has or plans to have

He determines between the types and the structure of a remote team he has or plans to have

Be able to determine your current phase and look ahead to the remote transition process

The learner assesses the current phase and plans the remote transitions process

The learner evaluates the current phase and plans the remote transitions process (Part 1)

The learner evaluates the current phase and plans the remote transitions process (Part 2)

Be able to plan the specific steps to a remote transition

The learner comprehends and plans the steps for a remote transition. (Maturity readiness)

The learner can implement a maturity assessment

Co-funded by the European Union

The learner evaluates the current phase and plans the remote transitions process

In Culture and Values for remote working Teams

Be able to build a remote organizational culture and practices

The learner determines how culture operates into a remote working team environment

The learner apprehends how different the culture at a Remote Organisation is

Be able to determine the values that will serve your organization

The learner understands how culture factors into a distributed team environment

Be able to adjust and fine-tune your values to empower your team

The learner determines the values that will serve his organisation

The learner adjusts values to empower a remote team

The learner adjusts values to empower a remote team

The learner adjusts values to empower a remote team

Co-funded by the European Union