



London TDM

# Information Technology and Digital Transformation Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 01 February 2026 To 05 February 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This course, "Managing Remote Work Technologies," is designed to equip managers and team leaders with the knowledge and skills necessary to effectively implement and manage remote work technologies. Over five days, participants will learn about the tools, strategies, and best practices essential for fostering a productive and efficient remote working environment. The course will cover a variety of technology solutions and address common challenges faced by remote teams.

## Objectives

- Understand the landscape of remote work technologies and their applications.
- Learn to select appropriate tools for different team functions and tasks.
- Develop skills to manage remote teams using technology effectively.
- Identify and address common challenges in remote working setups.
- Implement best practices for ensuring security and privacy in remote work technologies.

## Course Outlines

### Day 1: Introduction to Remote Work Technologies

- Overview of the evolution of remote work.
- Key benefits and challenges of remote work technology.
- Introduction to essential remote work tools.
- Case studies of successful remote work implementations.
- Discussion: Expectations and current experiences with remote work technologies.

### Day 2: Communication and Collaboration Tools

- Analyzing tools for communication: chat, video, and email.
- Exploring collaboration platforms and their features.
- Integrating communication tools for seamless workflow.
- Practices for maintaining team engagement remotely.
- Interactive session: Tool selection based on team needs.

### Day 3: Project and Task Management Tools

- Introduction to task management software.
- Project management methodologies suited for remote teams.
- Best practices for delegating and tracking tasks remotely.
- Hands-on workshop: Using project management tools effectively.
- Addressing common barriers in remote project management.

### Day 4: Managing Security and Privacy

- Understanding privacy concerns in remote work.
- Implementing security measures for remote teams.
- Tools and practices for secure data management.
- Compliance with data protection regulations.
- Session: Developing a security-first remote work policy.

## **Day 5: Effective Remote Management and Leadership**

- Leadership styles and strategies for remote work.
- Building and maintaining a remote team culture.
- Performance evaluation and feedback in a remote setting.
- Case studies on overcoming remote work challenges.
- Reflection and action plan: Applying course learnings.