Module "Managing Human Capital at a Distance"

Task: Creating an e-Team (TRAINER'S VERSION)

Global objectives of the exercise

The objective of the present exercise is to develop skills in order to manage the human resources in a distance work situation.

All the trainees and the trainer should participate in an asynchronous way.

Global objectives of the exercise

Making the trainees learn to apply useful methods and technologies for:

- Taking the preliminary measures to create an eTeam

- Managing human resources in eTeams.

- Introducing all the team members

- Demonstrate how to use a tool

Operational objectives

- Simulating the first measures to take when creating an eTeam so that the trainees may experiment the situation as team members.

- Teaching the trainees how to work with a human resources distance management tool and demonstrating its usefulness.

Work situation

The preliminary steps in the creation of an eTeam involve some key factors for team-building and the subsequent management of the available human resources:

- Knowing the professional profile and experience of each eTeam member

- Mitigating the loss of opportunities for social bonding and informal communication resulting from the organisation of distance work

- Updating the information on the progress and development of each eTeam member in terms of new knowledge and acquired skills

The solution is to set the protocols, the introductory tools for the eTeam members and the tools for keeping their evolution and résumés updated.

This exercise proposes to work according to the following supposition:

Because of the distance delivery of the training, the delocalized trainees will be invited to role-play the members of an ETeam, which will be set up at the beginning of the training.

They will make known to the other trainees and to the trainer, acting as e-manager, their knowledge and professional experience at the beginning of the course. They will also be invited to introduce themselves to their fellow trainees in a more personal way, taking about their likes, hobbies, expectations, etc.

As the course progresses, the trainer will invite the trainees to enter more data into their personal file, detailing the new knowledge they are acquiring within the course (or within other training activities they may be involved in) and the new professional experiences and projects they may be working on.

Means/methods

The trainer will guide the trainees to the following process:

Each trainee will be given access to the **Student Publications** of the particular course on **www.idec.gr/ework/training** and will be asked to upload a file with data concerning their knowledge, their professional experience, including their photograph.

They will then write a covering letter of themselves to their fellow trainees including personal information on their expectations, likes and hobbies, and will invite them to enter the **Student Publication** on **www.idec.gr/ework/training** in order to get to know more about them and to see their picture.

Complementary optional task

Once the previous exercise is completed, a synchronous informal meeting can be held at the "Chatroom" in the Training Platfrorm on **www.idec.gr/ework/training**, hosted and moderated by the trainer. The topic chosen for the meeting can be an overall presentation of the training (contents, how it is organised, etc.) and it will be intended to encourage the trainees to talk about their expectations concerning the training and their motivation for joining in, their work experience in previous e-Team, etc. The purpose is to facilitate the making of first contacts among the trainees (members of the training e-Team) and to favour informal communication so as to promote team building.

The trainer will periodically send an e-mail to the trainees inviting them to update their personal file, detailing the new knowledge they are acquiring within the course (or within other training activities they may be involved in) and the new professional experiences and projects they may be working on.

Needed Resources

- Students Publication tool in the eLearning Platform on **www.idec.gr/ework/training**

- "chatroom" (chat) of the eLearning Platform on **www.idec.gr/ework/training**

- E-mail