



HUMAN RESOURCES TRAINING

Remote and Hybrid Workforce Management

2 day course

Classroom, online or in-house

Course overview

Distributed work removes the visibility managers used as a proxy for performance, and the common responses, monitoring software and mandated office days, address the discomfort rather than the management problem. This course addresses the problem. Delegates work through designing work for distribution, including which tasks genuinely require presence, output based performance expectations that replace observation, and communication norms covering response times, availability and the meetings that should be documents. Onboarding and inclusion of remote staff are covered, since exclusion happens by default rather than by intent. Legal and practical questions of equipment, expenses, health and safety at home and cross border employment follow. The course closes on hybrid scheduling and on managing a team split across locations.

What you will learn

- Identify which work genuinely requires physical presence
- Set output based performance expectations that replace observation
- Establish communication norms for response time and availability
- Onboard and include remote staff deliberately
- Address equipment, expenses and home working health and safety
- Handle the employment questions raised by cross border remote work
- Schedule hybrid arrangements and manage a split team

Who should attend

- Managers with remote or hybrid teams
- Human resources practitioners setting policy
- Team leaders and supervisors
- Information technology staff supporting remote work
- Executives deciding location policy

Course outline

- 01 Losing visibility as a proxy for performance
- 02 Designing work for distribution
- 03 Output based expectations
- 04 Communication norms and response times
- 05 Meetings that should be documents
- 06 Onboarding and inclusion of remote staff
- 07 Equipment, expenses and home safety
- 08 Cross border employment and hybrid scheduling

Upcoming dates

Dates	Venue	Format	Fee per delegate
1 to 2 October 2026	Kigali, Rwanda	Classroom	USD 795
20 to 21 October 2026	Cape Town, South Africa	Classroom	R11,950
19 to 20 January 2027	Online	Online	R6,500
16 to 17 March 2027	Nairobi, Kenya	Classroom	USD 795



Fees and how to register

This 2 day course is **R6,500** per delegate online, **R11,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 795** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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