JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Remote Team Performance and Onboarding for Managers Training Course

22 – 26 November 2026
Kuala Lumpur

Remote Team Performance and Onboarding for Managers Training Course

Ref: 1655_60667 **Date:** 22 – 26 November 2026 **Location:** Kuala Lumpur **Fees:** 4600 GBP

Remote Team Performance and Onboarding for Managers is a 1-week training course for managers of distributed and virtual teams who must set goals, judge results and welcome new starters without sharing an office, and it produces a Remote Onboarding and Performance Toolkit. Many teams now hire, coach and review people they rarely meet in person. This course on Remote Team Performance and Onboarding is delivered by Jupiter Prime Training.

Why Remote Team Performance and Onboarding Matters Now

Three forces shape remote team performance and onboarding today: hiring across cities and time zones, new starters who join without the informal learning of a shared office, and managers who can no longer judge effort by presence. A manager who sets outcome-based goals, structures the first ninety days and gives regular feedback at distance keeps remote staff productive and loyal. One who relies on visibility sees proximity bias, slow ramp-up and early leavers. The course rests on Objectives and Key Results OKRs, SMART goal setting, the 30-60-90 day onboarding plan and the Trust Equation.

Who Gains Most from Remote Team Performance and Onboarding

- Managers of fully remote or multi-site staff
- Team leads who hire and induct people they may never meet in person
- Project managers tracking deliverables from contributors in different time zones
- HR partners designing remote induction and review processes
- Operations leads running distributed support or service desks

A function that sends several remote managers together with its HR partner gains most, because they can agree one onboarding journey and one set of outcome measures for all distributed staff.

Remote Team Performance and Onboarding Capabilities

Participants leave able to set clear remote goals, induct new starters at distance and judge performance on outcomes rather than visibility.

- Specify outcome-based goals with OKRs and SMART criteria — remote team members
- Design a 30-60-90 day remote onboarding journey with buddies and milestones — new starters
- Build asynchronous check-in routines that respect time zones — distributed contributors
- Assess performance fairly using evidence logs that counter proximity bias — HR and calibration panels
- Communicate feedback at distance through structured video and written conversations — individual employees
-

Apply the Trust Equation to strengthen relationships across locations — cross-site partners

Key Remote Team Performance and Onboarding Terms

- Remote onboarding — the structured induction of a new starter who joins and works without a shared physical office.
- Outcome-based management — judging people by the results they deliver rather than the hours they are seen working.
- Proximity bias — the tendency to rate people more favourably because they are physically or visibly closer.
- 30-60-90 day plan — an onboarding plan setting learning, contribution and ownership goals for the first three months.
- Asynchronous check-in — a written or recorded update that colleagues read and answer in their own working hours.
- Trust Equation — a model expressing trust as credibility, reliability and intimacy divided by self-orientation.

Remote Team Performance and Onboarding Day by Day

Day 1: The Distributed Team Reality

- Distributed Team Mapping — Charting Locations, Time Zones and Working Patterns
- Proximity Bias Awareness — Recognising Visibility Traps in Judgement
- Digital Collaboration Norms — Agreeing Response Times and Channel Rules
- Trust Equation Self-Assessment — Gauging Credibility and Reliability at Distance
- Remote Manager Role Scan — Choosing Where Attention Matters Most

Day 2: Outcome-Based Goals

- OKR Writing for Remote Roles — Linking Objectives to Measurable Results
- SMART Goal Clinic — Sharpening Vague Expectations Into Deliverables
- Work Visibility Boards — Making Progress Clear Without Surveillance
- Asynchronous Check-In Templates — Collecting Updates Across Time Zones
- Virtual Meeting Design — Keeping Live Time for Decisions and Connection

Day 3: Remote Onboarding Journeys

- 30-60-90 Day Plan — Setting Learning, Contribution and Ownership Milestones
- Pre-Boarding Checklist — Preparing Access, Equipment and First-Week Agenda
- Buddy and Mentor Pairing — Replacing Informal Office Learning
- Virtual Culture Immersion — Introducing Values, Rituals and Unwritten Rules
- Early Warning Signals — Spotting Disengagement in the First Months

Day 4: Performance Conversations at Distance

- Evidence Log Practice — Recording Outcomes for Fair Reviews
- Video Feedback Conversations — Using SBI Structure on Camera
- Written Feedback Craft — Giving Clear Guidance in Messages
- Remote Performance Calibration — Comparing Ratings Across Locations
- Underperformance at Distance — Agreeing Improvement Plans Without Micromanaging

Day 5: Practising the Remote Toolkit

- Onboarding Simulation — Applying the 30-60-90 Plan in a Technology Services Case
- Review Panel Exercise — Testing Evidence Logs in a Professional Services Case
- Feedback Role Play — Holding a Difficult Video Conversation With Peer Coaching
- Team Norms Charter Draft — Setting Channel, Timing and Meeting Rules
- Remote Onboarding and Performance Toolkit — Completing Templates, Goals and Rhythms

Applying Remote Team Performance and Onboarding After the Course

- Rewrite the goals of two remote team members as OKRs and agree them in an asynchronous check-in.
- Build a 30-60-90 day plan for the next new starter and pair them with a remote buddy before day one.

Remote Team Performance and Onboarding Questions FAQ

What is Remote Team Performance and Onboarding and why does it matter now?

Remote Team Performance and Onboarding is the practice of setting goals, judging results and inducting new starters in teams that do not share an office. It matters now because hiring and working across locations has become normal.

Which roles gain most from Remote Team Performance and Onboarding training?

Remote managers, team leads hiring at distance, project managers, HR partners and operations leads gain most, with cases drawn from technology services and professional services firms.

How does Remote Team Performance and Onboarding differ from a virtual communication skills course?

Remote Team Performance and Onboarding covers goal setting, induction journeys and fair reviews at distance. A virtual communication course centres on online meetings and messaging etiquette; this course addresses hiring, measuring and developing remote people.

What do you bring back from Remote Team Performance and Onboarding training?

You bring back OKR templates, asynchronous check-in formats, a 30-60-90 onboarding plan, an evidence log, feedback scripts and a team norms charter.

Remote Team Performance and Onboarding: The Way Forward

The Remote Onboarding and Performance Toolkit first informs how a manager welcomes the next remote hire. Managers use it in every review cycle, HR partners use it to standardise remote induction, and new starters follow its milestones. After the first onboarding, revisit the buddy and check-in steps, since new starters reveal where the journey still feels lonely.