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COURSE BROCHURE

Managing Hybrid and Remote Teams Fairly Training Course

5 – 9 April 2027
New York

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Registered in the United Kingdom and Saudi Arabia

Managing Hybrid and Remote Teams Fairly Training Course

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Managing Hybrid and Remote Teams Fairly is a 1-week training course for managers whose people split their week between office and home, and who must give every member equal access to recognition and growth, leaving with a Hybrid Team Fairness Charter. Hybrid working is now permanent in many organisations, and unequal treatment between office-based and remote staff quietly drives disengagement and resignations. Jupiter Prime Training offers this course on managing hybrid and remote teams fairly.

Why Managing Hybrid and Remote Teams Fairly Matters Now

Three forces shape hybrid management today: senior leaders who set office-attendance expectations, employees who judge employers on flexibility and fair treatment, and collaboration tools that make work visible in uneven ways. Teams managed fairly keep talent, share knowledge across locations and judge people by results; teams managed unevenly reward whoever is seen most and lose capable remote staff. The course draws on objectives and key results OKRs for outcome-based goals, the proximity bias concept, remote-first meeting design and stay interviews for retention.

Who Gains Most from Managing Hybrid and Remote Teams Fairly

- Managers setting office-day patterns and attendance expectations for their teams
- Team leaders running meetings where some people join in person and others on screen
- Supervisors assessing performance of staff they rarely see face to face
- Managers deciding on stretch assignments, training and promotion across locations
- Leads responsible for the wellbeing of staff working long hours from home

Managers from the same department gain most together, since they can agree consistent office-day, meeting and recognition rules.

Managing Hybrid and Remote Teams Fairly Capabilities

Each capability helps a manager judge, include and develop people on what they deliver rather than where they sit.

- Assess where proximity bias affects allocation, recognition and ratings — performance calibration panels
- Design anchor days and office-day patterns with a clear purpose — team members and facilities teams
- Apply remote-first meeting rules so every voice is heard equally — meeting participants
- Build outcome-based objectives using OKRs — performance reviews and pay decisions
- Weigh development opportunities fairly across locations — promotion and succession choices
- Communicate wellbeing boundaries for distributed staff — retention and engagement

Key Managing Hybrid and Remote Teams Fairly Terms

- Proximity bias — the tendency to favour people who are physically closer and seen more often, regardless of their results.
- Anchor days — agreed days when a team is in the office together for collaborative work.
- Remote-first meeting — a meeting run so remote participants have equal voice, information and visibility as those in the room.
- OKRs — objectives and key results, a goal method linking ambitious aims to measurable outcomes.
- Stay interview — a conversation with a current employee about what keeps them and what might make them leave.
- Hybrid working agreement — a written set of team rules on location, availability, communication and response times.

Managing Hybrid and Remote Teams Fairly Day by Day

Day 1: Fairness Risks in Hybrid Work

- Hybrid Team Location Map — Who Works Where and When
- Proximity Bias Diagnostic — Allocation, Recognition and Rating Patterns
- Information Asymmetry Check — Corridor Decisions Remote Staff Miss
- Employee Expectations of Flexibility — Retention and Employer Reputation
- Manager Self-Assessment — Personal Habits That Favour the Visible

Day 2: Designing Hybrid Working Patterns

- Anchor Days With Purpose — Collaborative Work Versus Focus Work
- Hybrid Working Agreements — Availability, Response Times and Channels
- Remote-First Meeting Rules — Equal Voice in Mixed Meetings
- Documentation Habits — Making Decisions Visible to Everyone
- Collaboration Tool Choices — Matching Channels to Message Types

Day 3: Judging Performance by Outcomes

- OKRs for Hybrid Teams — Outcome-Based Objectives and Key Results
- Evidence-Based Check-Ins — Progress Conversations Without Surveillance
- Calibration Discussions — Removing Location Bias From Ratings
- Recognition Practices Across Locations — Public and Fair Acknowledgement
- Handling Underperformance Remotely — Facts, Support and Agreed Steps

Day 4: Inclusion, Development and Wellbeing

- Fair Access to Stretch Assignments — Rotation and Transparent Selection
- Remote Onboarding and Buddying — Belonging From the First Week
- Career Conversations at Distance — Development Plans for Every Location
- Wellbeing Boundaries — Workload, Breaks and Out-of-Hours Contact
- Stay Interviews — Spotting Retention Risks Early

Day 5: Practising the Hybrid Team Fairness Charter

- Mixed Meeting Simulation — Applying Remote-First Rules Live
- Calibration Role-Play — Testing Ratings for Proximity Bias
- Hybrid Working Agreement Draft — Peer Review of Rules and Channels
- Stay Interview Rehearsal — Practising With a Remote Team Member
- Hybrid Team Fairness Charter — Final Version for the Home Team

Applying Managing Hybrid and Remote Teams Fairly After the Course

- Run a proximity bias check on the last quarter's assignments and recognition, and share the findings with the team.
- Agree a hybrid working agreement with the team and pilot remote-first meeting rules for four weeks.

Managing Hybrid and Remote Teams Fairly Questions FAQ

What is managing hybrid and remote teams fairly, and why does it matter now?

It is leading people across office and remote settings so access, recognition and growth do not depend on location. It matters now because hybrid work is permanent, and unequal treatment quietly costs engagement and talent.

Which roles gain most from managing hybrid and remote teams fairly?

Team leaders, line managers and department heads with mixed-location teams gain most. You benefit if you manage analysts in a bank, engineers in a consultancy or coordinators in a public agency who split time between office and home.

How does managing hybrid and remote teams fairly differ from virtual team leadership training?

It focuses on equity between office and remote staff rather than leading fully virtual teams. The course centres on proximity bias, anchor days, calibration and fair development access.

What do you bring back from managing hybrid and remote teams fairly?

You bring back a team charter. It sets office-day patterns, meeting rules, outcome-based objectives, recognition practices and wellbeing boundaries, tested in simulations with peers.

Managing Hybrid and Remote Teams Fairly: The Way Forward

The Hybrid Team Fairness Charter gives a manager agreed rules so location no longer shapes opportunity. It first informs how the next round of assignments and recognition is decided. The manager owns it and agrees it with the team and HR partner. After the first review cycle, revisit whether ratings still differ by location and why.