



WorkingSm@rt® from Home

Who Should Attend

Employees encouraged or mandated to work remotely. New or existing team members who are now collaborating and communicating more frequently with other peers in a remote workplace. Those interested in setting standards and processes of working virtually.

Format:

- 1 x 2-hours, instructor-led online session
- Follow-up 1-hour group online refresher

What's Included

- **LearningLink:** Our monthly productivity e-newsletter to keep you updated.

Maximising productivity in a remote working world

Our World is changing. Success in a remote working environment requires individuals to use a shared set of communication, collaboration and planning processes and tools that are far more refined and defined than in a non-virtual workspace.

This course will show you:

- How to set up an effective and motivating remote workspace with proper ergonomics
- Strategies for managing daily commitments, communications, tasks and tools virtually
- Tips for communicating successfully with colleagues in a remote environment
- Methods for running productive online meetings
- Techniques to stay focused and build integrated daily plans
- Processes and standards for working effectively and collaboratively in a virtual team

Related Training:

- WorkingSm@rt with Microsoft Outlook
- WorkingSm@rt with Microsoft Teams
- WorkingSm@rt with Microsoft OneNote
- WorkingSm@rt as a Remote Leader

Priority Management Training

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Synopsis:

Maximising productivity in a remote working world

- Are you struggling with staying motivated and productive when working from home?
- Do you lack a proper remote workspace setup and effective ergonomics?
- Do you feel stressed, overwhelmed or burnt out when working remotely?
- Are your virtual meetings ineffective and frustrating for you or your teams?
- Do you lack processes and standards for working remotely?
- Is it hard for you to prioritize tasks and stay focused while working remotely?
- Do you feel disconnected, isolated or out of sync with colleagues?
- Is managing your time and workload a challenge in a remote work environment?

WorkingSm@rt from Home is designed to support how to work effectively in a virtual environment.

Unit 1 Setting Up For Success

A look at what challenges virtual working creates and how to set yourself up for success- motivation, workspace, ergonomics and surroundings.

Unit 2 Making Your Day Work

Taking a look at controlling daily stress and the fundamentals around managing your commitments, incoming communications, tasks and tools in a remote working world.



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Unit 3 Communicating With Your Colleagues

How to communicate effectively in a virtual world and make virtual meetings work well.

Unit 4 Building Your Daily Plan

Learning to build integrated plans taking into account the bigger picture to ensure focus as well as completing your Campaign for WorkingSm@rt Remotely.

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A Better Way To Work

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