

REMOTE WORKING



Overview

With the advent of recent global changes to ways of working, we are now in a position to work from home and be part of a remote team more than ever before. Whilst some may be used to this, most are not and so this 2-hour VILT (virtual instructor led training) will provide tips & tricks to employ to successfully work remotely and overcome the main challenges that can bring to ensure success.

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| Purpose | To gear individuals up to work successfully from home or as part of a remote team |
| Key Objectives | <ul style="list-style-type: none">• To identify the main challenges of remote working & how to overcome them• To stay connected and work collaboratively as part of a remote team• To successfully manage self-management and motivation levels |
| Content | <ul style="list-style-type: none">• Identifying the key challenges and concerns around remote working• Research into the top 3 remote working issues & how to overcome them• Remote working success strategies• Managing expectations around work & home life and the ability to switch off after work• Considering different personalities & how best to approach them• Staying connected with team building activities & interactions• The importance of regular & effective 1-2-1s• Dealing with isolation and loneliness• Managing motivation levels• Team collaboration & communication |
| Logistics | Each session is 2 hours in duration & will be an interactive session, with breakout rooms and full audience participation. Participants will need to join 5-10 mins before scheduled start time and will need, webcam & microphone on a laptop or mobile device. The session will be run in Zoom and a PDF of all slides & tips will be made available following the session. |

