

PERFORMING REMOTE WORK IN TURBULENT TIMES

Moving from the office to home (virtual classroom)

FOR EMPLOYEES

CONTENT

Virtual training session – 90 minutes

Remote work. What changes can I expect?

- ▶ Remote work: what changes and stays the same
- ▶ Discussion: What kind of employee are you?
- ▶ Being self-reliant and responsible when teleworking
- ▶ The importance of being proactive: anticipating and having a broader vision of your work

Communication: just because we're far away doesn't mean we can't be close!

- ▶ Remote communication tools: why it is important to understand and use them
- ▶ Staying in touch with your team: the keys to success
- ▶ Office life when you're working from home: the importance of informal discussions

Turning your home into an office: combining performance, comfort and security

- ▶ Setting up an office at home: combining performance, comfort and security
- ▶ Discussion: What are your ideal working conditions?
- ▶ When the children are at home: juggling work and family
- ▶ How do you keep focused on your office work when you're at home?

Self-management: a remote work challenge

- ▶ How can I manage stress in the current situation?
- ▶ The golden rules of self-motivation

Closing activities

- ▶ My action priorities as an employee: three steps to be taken based on my particular situation
- ▶ *The evaluation is completed online, after the training session*

OBJECTIVE

Organize your remote work environment in order to remain efficient and fulfill your role and responsibilities in difficult times.

LEARNING OBJECTIVES

- ▶ Identify and implement good practices in order to be productive and ensure excellent job performance when you are working remotely.
- ▶ Adapt the way I act and behave when fulfilling my responsibilities.
- ▶ Get the tools you need to stay motivated and manage your stress when you are working remotely.

INFORMATION

Real-time virtual classroom where each participant connects to the session via a web link. Computer, webcam and headphones with microphone are required for the session.

DURATION

90 minutes

**FOR MORE INFORMATION,
CONTACT US!**