

MASTERING THE ART OF EFFECTIVE REMOTE WORKING (VIRTUAL INSTRUCTOR LED TRAINING)

3 HOURS

Turning Remote Working to Connected Working

INTRODUCTION

2020 ushered in a new way of working, one that we had previously talked about as a future of work practice that was to come in the distant future but before we knew it that future had already exerted itself upon us. The surprise appearance of COVID-19, closed offices around the world and scattered close-knit team members to solitary kitchen tables and bedroom desks. Working remotely (recently mostly from home) has become a way of life for most workers.

Remote Working is however not as simple as taking your laptop home and setting it up on the kitchen table. Issues such as tools, rules, norms, and culture also come into play. Only when you get this right, your team will thrive.

COURSE BENEFITS?

This training will equip participants with skills and the ability to optimize working remotely, whether they are new to remote work or not. They will discover how to be productive and stay connected when working from home or other remote environments.

This training aims to share the best practices that are now being learnt and explored by most organisations to keep their workforce “work and future” ready.

Upon completion, participants will be able to:

- Learn strategies to stay focused and motivated while working from home
- Learn how to effectively plan work-from-home days vs. work days in the office
- Understand how to stay connected with colleagues and supervisors while working remotely
- Define a work/life balance strategy and how to integrate into daily life

COURSE METHODOLOGY AND FORMAT

- Virtual
 - Interactive input & presentation
 - Highly practical
 - Upon completion delegates will receive a certificate of attendance
 - An average of 15 - 20 people per class
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TARGET AUDIENCE

This training is an in-house intervention. Suitable for anyone working remotely.

OUTLINE

THE VIRTUAL INSTRUCTOR LED TRAINING RUNS FOR 3 HOURS AND COVERS ALL TOPICS LISTED BELOW.

<p>Establishing A Connection between Well-being & Productivity</p> <p>Learn how to improve vitality, productivity and wellbeing in your virtual workplaces. Learn how to manage work/life integration. Achieve a flexible, dynamic interaction between different areas of life and work.</p> <ul style="list-style-type: none">- Managing Energy not just your Time- Avoiding distractions- How to combat Virtual Fatigue- Creating a productive workspace	<p>Virtual Team Engagement</p> <p><i>Learn tips of how to become an active member of a virtual team. Improve how you express yourself virtually during team meetings and engagements. Become present and find your authentic voice.</i></p> <ul style="list-style-type: none">- Virtual Presence and Connection- Communication and Collaborating tools- Virtual meetings etiquette
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Are you interested in booking the Virtual Instructor Led Training for your team(s)?
Please kindly email admin@africafortomorrow.com to register and to get more information regarding the fees.

We offer group discounts according to number of delegates. Please get in touch to get the sliding scale.