

Remote Work

📌 Course Aim:

Being able to work effectively outside of the office is beneficial for both employee and organisation, and at times a necessity for business continuity. However, without the necessary skills, working remotely can be an ineffective and frustrating experience.

📌 Learning Outcomes:

Successful candidates will be able to understand the key concepts, benefits, and challenges of working remotely. After passing this module, candidates will also be able to set up a remote working environment, be familiar with organisational policy, technology, and security requirements, and be aware of the tools available to support remote work. They will be able to:

- understand the key concepts, benefits, and challenges of remote work
- know how to self-manage and work effectively as a team in a remote environment
- set up a remote working environment taking into consideration organisational policies, technology, and security requirements
- understand the main tools for supporting remote work and considerations for using them effectively

📌 Client Profile:

This module is suitable for any candidates who work remotely, or are preparing to work remotely. It covers the key concepts and good practices for working remotely, as well as the main types of tools that can be used to support remote work and the key considerations for using them effectively.

📌 Course Modules:

Category	Skill Set
Introductory Concepts	<ul style="list-style-type: none"> • Key concepts • Benefits and challenges
Self-management, Teamwork	<ul style="list-style-type: none"> • Self-management • Teamwork
Setup	<ul style="list-style-type: none"> • Policies • Technology • Security
Tools	<ul style="list-style-type: none"> • Communications • Meetings • Idea Generation • Creation and Sharing • Calendars and Task Management

📌 Course Location:

Online or Classroom Based

📌 Course Duration:

1 Full Day