
Effective Remote Working Training

For more information, visit our [Effective Remote Working Training](#) webpage.

COURSE CONTENTS

This training course is broken down into 3 sections

- 1 Creating a Productive Workspace
- 2 Structure
- 3 Communication

LEARNING OUTCOMES

- ✓ Learn how to manage time effectively and productively
- ✓ Understand the importance of creating a productive workspace
- ✓ Learn how to successfully communicate with colleagues

ABOUT THIS COURSE

This Effective Remote Working training course covers guidance and tips on how to manage time effectively, set boundaries and identify your most productive times of the day.

It provides an overview of the importance of creating structure to your working day and creating a productive workspace. These include a basic understanding of DSE, manual handling and even employee mental health.

Being a remote worker doesn't mean you are detached from the office, as there are a range of communication methods that ensure you can be reached and be heard. The skills you will learn in this course will help you as a remote worker carry out your role safely and effectively at home or from any alternative locations from the office.

Happy and productive employees will achieve greater job satisfaction so providing the tools to work effectively from home is vital.

Take a look at our [Managing a Remote Team White Paper](#) that works perfectly in conjunction with this course!