



# Winning at Remote Working 1 Hour Bitesize Training Programmes

With the majority of workforces based from home for the foreseeable future, it's so important that now, more than ever, your managers are equipped and your teams trained to work effectively in a remote environment.

- ✓ Up to 10 participants per course
- ✓ 1 hour session to maximise concentration
- ✓ Designed and delivered in line with your company specifications
- ✓ Delivered as online group programme

## Course Outlines

### 1. Remote Working - The Essentials

- The home office - getting your working space right
- Your headspace in place
- Family/work/life balance

### 2. Communicating Remotely with Impact

- It's all about the 'POV'
- Self awareness in your communication style
- Listening with impact

### 3. Managing your time effectively from home

- Evaluating Objectives
- Scheduling and Planning
- Using the 4Ds

### 4. Facilitating Great Remote Meetings

- One to ones
- Team meetings
- Appraisals

### 5. Maximising the impact of your role

- Understanding your job description
- Agreeing what good looks like with your manager
- Identifying your customers both internal and external



## **6. Mental Wealth**

- A healthy lifestyle
- Stress management
- Removing mental health stigmas

## **7. Building Resilience**

- Managing your workload
- Stress and its physical manifestations
- Knowing when to ask for help

## **8. Maintaining Momentum and Motivation**

- Understanding your drivers
- Skills to boost your motivation remotely
- How to achieve consistently high impact whilst working remotely

## **9. The Power of Harnessing your Emotional Intelligence**

- What is Emotional Intelligence?
- EQ v IQ
- Understanding empathy and self-awareness

## **10. An Introduction to Remote Management**

- The role of the manager
- Knowing your people to manage and support them remotely
- Overcoming the complexities of managing remotely

## **11. Advanced Remote Management**

- Leading the vision and the strategy remotely
- Handling conflict
- Influence and negotiation

## **12. Establishing your Personal Brand**

- Know your why
- What do you want to be famous for?
- The 5 key behaviours

**Prices start from £50 per participant**

**Recruitment - Training - Consultancy**

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