

Setting up a Home Office (1-2-1 Coaching)

Audience: For anyone new to working at home (1-2-1 session)

Duration: approx. 60 mins (depending on individual need)

Agenda:

- Setting up your 'home office' (Working space consultation)
- Virtual walk through of your employees home to understand what spaces are available to set up their office, what type of chair, desk, technology that might be needed to work effectively from home.
- Working with family; how to work from home with other family members around minimising disturbance for you and disruption for them
- Best practice on how to ergonomically set up your chair, desk, screen etc.
- Top tips:
 - Things to consider to be a productive and efficient homemaker through setting boundaries and establishing routines
 - Simple suggestions to maintaining good mental and physical wellbeing
 - How to maintain a healthy balance between work and home when work is now in your home