BOOST TECHNOLOGY GROUP

Webinar - How to Work Remotely
(Max 10 per session, to allow for interaction and Q&A)

Audience: All employees new to home working

Duration: 45-60 mins

Overview: This session introduces employees to working from home.
For many, working at home might be something new, it may feel strange at first but it can provide a great opportunity to try a new working style that can be incredibly productive and rewarding. This session covers some of the common challenges people encounter when new to home working as well as providing helpful advice to ensure employees manage their time effectively and understand what's expected of them.

Agenda:

- Defining a working space
- Dealing with distractions
- Communication
- Technology (broadband, phone, computer, printer, scanner, video calls, software etc)
- Setting yourself deadlines
- Defining a working schedule (Routine etc.)
- Wellbeing (including take breaks, getting exercise, fresh air and staying hydrated)
- Motivation
- Parameters / when to switch off etc. Avoid 'creep' into personal time
- Q&A

Approach:

- Initial meeting with HR to understand any company specific guidelines that may be in place around home working so that we can tailor any content accordingly.
- Preparation video sent to delegates to prepare them for the session, advise them on the tool we're using and how to log in as well as giving them an overview of what to expect.
- The webinar session (approximately 45-60 mins depending on Q&A)
- Follow-up micro learning video re-capping core tips on working at home for individuals to refer to whenever they need.