

EFFECTIVE REMOTE WORKING

Remote Working (or Working from Home) is now a valid means of working but not everyone sets themselves up to make the best of it. Many people have been working remotely for some time but not always with the most efficient way of doing so.

This course gives guidance and ideas on how to manage time effectively, set boundaries and identify when, during the day, you are at your most productive.

It provides means of creating structure to your working day and having the most efficient workspace, including the basics of DSE so that you don't create musculo-skeletal problems for yourself, manual handling, and considerations for your mental health.

Working from home, or any other remote locations, doesn't mean you are detached from your office as there are many methods of communication available to ensure that you are reached and heard.

What you will gain from this course will assist you as a remote worker to carry out your role safely and effectively from home or from any alternative locations, away from the office.

Being an efficient, effective person at work but doing so from home, can still mean achieving job satisfaction if you use the tools to work suggested in this course to work effectively.

Learning overview:

- The Basics
- Creating Structure
- Communication

Assessment:

This training programme concludes with a 20 question multiple choice test with printable certificate. In addition, brief in-course questionnaires guide the user through the sections of the training, and are designed to reinforce learning and ensure maximum user engagement throughout.

Cost: Registration fee £16 + VAT for full and associate CECA Midlands members.

Award: E learning certificate

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Booking Form – please complete and return to admin@cecamidlands.co.uk one per delegate.

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| Company name: | | Company contact name: | |
| Company email: | | Contact tel: | |
| Delegate name: | | Job title: | |
| Delegate email: | | Delegate tel: | |
| Accounts Name: | | Accounts email: | |