

Making Flexible Working Work for You and Your Team

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As flexible working becomes a part of our daily lives, how can we make the most of working from home (WFH), keep productive, build networks, stay in touch with our team and replicate the best of being in the office. This half-day interactive workshop will help you set clear working hours, show you how to communicate effectively, deal with the WFH doubters and help you get the best out of this way of working. Using case studies, exercises, examples and discussion you will come away better equipped to flourish while WFH, keep your career on track and manage the work/life balance.

Course Outline:

WFH – Your new office

Getting the most out of your workspace

How to be productive, work collaboratively and safely

Remote working checklist

Planning & Organising Your Day

Flexibility and Managing the Work/Life Balance

Setting boundaries - exercise

Goals and meeting objectives

Coping strategies for working under stress

Productivity

Self-motivation and beating the productivity plateau

Structure

Tips, tech and tools

Communication and Culture

Measuring output

Objectives and feedback

Dealing with the WFH doubters – exercise and discussion

Staying visible and building online relationships

Managing Expectations

Expectation vs reality

Team dynamics

Challenges and Opportunities