| **Topic** | **Description** |
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| *Business Purpose* | The How to Be a Productive Remote Professional training course will impact the business by:* Improving employee productivity to drive higher levels of customer satisfaction and revenue.
* Enhancing work-life balance for employees to bolster overall productivity and performance within the company. Top of Form
* Provide a guideline for homeworking.
* Top of Form
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| *Target Audience* | New employees, professionals from all backgrounds transitioning to remotework locations or already working remotely. |
| *Training Time* | 15 – 20 minutes |
| *Training Recommendation* | 1 e-Learning module This course has 5 brief sections: * The Perks and Downsides
* Dressing for Success
* Workspace
* Setting your Schedule
* Communicating with your team
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| *Deliverables* | 1 e-Learning module * Developed in **Articulate Storyline and Articulate Rise**
* Includes voice-over narration.
* Includes 5 brief sections.
* Includes knowledge checks developed in Articulate Storyline and Articulate Rise
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| *Learning Objectives* | In this module, learners will be able to: * Build a better and more organized remote work area.
* List the equipment needed in a remote work area to be productive.
* Create structured schedules.
* Apply balance to their work and personal life.
* Communicate effectively with their team.
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| *Training Outline* | * Introduction
* Navigation
* Objectives
* Fun Facts

– 6 fun facts about working from home, click and reveal (AS) (AR)* The Perks and Downsides (AS)
* A quick look at the perks and pitfalls of home working
* Dressing for Success
* Scrolling panel with information (AS) for dressing for success
* Click on drop down - Discuss the importance of dressing for homeworking to create the correct mindset (AR)
* Knowledge Check – multiple choice questions
* Workspace
* Discuss the importance of a comfortable and functional work area, including choosing the right location, ergonomics, technology and lighting.
* Knowledge Check – multiple choice / click and reveal.
* Setting your schedule
* Discuss how to set your schedule, including setting hours, creating healthy routines, prioritizing important tasks, scheduling breaks.
* Scrolling panel (AS)
* Click to drop down info (AR)
* Knowledge Check – multiple choice questions
* Communicating with your team
* Understand how to get the best out of communication with team members. Including: establishing clear communication channels, setting expectations, regular check-ins, utilization of collaboration tools and celebrating achievements.
* Flashcard (AS)
* Drop down info (AR)
* Knowledge Check - multiple choice
* Summary
* Tool Kit a place for extra reading material and useful links
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