| **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 |
| *Target Audience* | New employees, professionals from all backgrounds transitioning to remote  work 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 |
| *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 |
| *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. |
| *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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