



KEYS TO REMOTE WORKING & ERGONOMICS BASICS

Today's remote workplace requires embracing the need to adapt, to be flexible and realistic with expectations but also necessitates structure. This course will help participants find that important balance.

The "Keys to Remote Working" Workshop will empower participants to work successfully in their new remote environments. Over the course of 9 modules, participants will develop the tools for good communication, both at home and with those they are working with. They will be provided valuable insights on creating a designated working space, reducing as many distractions as possible. The training also offers several proven techniques to manage time and set priorities to ensure a healthy work-life balance.

In addition, the "Ergonomics Basics" Workshop focuses on equipping remote workers with the knowledge to make their work space safe and healthy, leading to a more productive workday and a happier, healthier lifestyle.

WORKSHOP HIGHLIGHTS

Keys to Remote Working

- Video Conferencing & Etiquette
- Minimizing Distractions
- Time Management
- Stress Management
- Develop Good Communication
- Create a Designated Workspace
- Get the Right Equipment
- Make a Morning Routine
- Set a Schedule: Stick To It
- Clarifying Responsibilities
- Setting Precise Daily Goals
- Connecting "Face-to-Face"

Ergonomics Basics

- What is "Ergonomics"?
- Preventing Musculoskeletal Disorders
- Check Your Work Setup
- Making Ergonomics Improvements
- Creating Good Work Habits