

Being Productive Working at Home

Online Webinar

Working at home during the Covid-19 restrictions requires specific skills to maintain focus and get things done. People are adjusting to this change while dealing with increased family responsibilities and the uncertainty of what lies ahead.

The purpose of this webinar is to provide simple, practical tips to help people: 1) prioritise their work, 2) plan their time and 3) get things done dealing with distractions at home.

Topics

The session includes the following topics:

1. How work lives have changed due to Covid-19
2. Tips for juggling work and home responsibilities
3. How to prioritise work and stay on track
4. Creating the best daily plan for your environment
5. Techniques to stay focused
6. How to look after your wellbeing

This topic list can be modified to include specific areas of interest for your team.

Duration and Format

This webinar will take place remotely using your preferred collaboration tool. The session lasts 60 minutes.

The interactive format includes:

- Introductions, chat and requirements
- Presentation of Productivity tips via SlideShare
- Q and A session to answer specific questions

Participants will receive a copy of the material presented plus access to Productivity articles and templates demonstrated during the session.

Presenter

This session will be delivered by Productivity Consultant Moira Dunne.

Fee

60-minute session - €300

There is no limit to the number of participants. 10% discount for repeat bookings.

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- Donegal LEO
- ESB International
- Fineous Corporation
- Fingal LEO
- Grant Thornton
- International Women's Club Dublin
- Leading Social
- Kemek Limited
- Kingston Lafferty Design
- Leitrim LEO
- Mason Hayes & Curran
- NetSupport IT
- Olas Training
- ORS Engineering
- Plato
- ProPhotonix
- Resonate Consultants
- Role Skillnet
- SRI Executive Search
- Queally Food Group
- Salesforce