

Leading Teams Working at Home

Online Workshop

Many people are now working from home for the first time during the Covid-19 restrictions. People are adjusting to this change while dealing with increased family responsibilities and the uncertainty of what lies ahead.

Specific skills are required to maintain focus and get things done. The purpose of this session is to provide simple, practical tips to help people minimise stress so they can: 1) prioritise their work, 2) plan their time and 3) get things done at home.

Topics

The session includes the following topics:

1. How our 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 our wellbeing and reduce anxiety

This list can be modified to include any specific topics of interest.

Duration and Format

This training course will take place remotely using your preferred collaboration tool. The duration of the session is 180 minutes. This can be delivered on one day or over two days as 90-minute sessions.

This training session can take place via Zoom, Microsoft Teams, Skype or whatever collaboration tool you chose.

The format will be a mixture of presentation, group discussion and questions.

During the training each person will have a chance to develop an action plan.

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

Presenter

This training is delivered by Productivity Consultant and beproductive.ie co-founder Moira Dunne.