

Working Effectively From Home

We're currently learning lots having been put in at the deep end to 'work from home' whilst also undertaking many other important caring responsibilities. We're learning and adapting fast which brings with it many successes, new experiences, fun times and advantages as well as the all too obvious challenges, difficulties, worries and frustrations.

This practical and insightful session will bring people together to share ideas, experiences and best practice with one simple aim... to support each other to work collaboratively and successfully in this remote 'new normal' way.

This session will leave you with ideas to try and a renewed sense of energy and confidence to take charge of how you spend your time, so you achieve maximum impact – both in and out of work.

Participants will:

- ▶ Explore seven highly effective and practical tips that will enable you to take control and manage work and home life as you phase into new ways of working (from both home and the office)
- ▶ Reflect upon your own personal habits (those that help and hinder you achieving your work goals)
- ▶ Raise your level of self-awareness and understanding
- ▶ Be encouraged to make a personal commitment to yourself by choosing appropriate actions to start, pause and continue

Before attending:

(We'll be using the outputs of this work during the session, so we ask participants to:)

1. Note down 3 methods that you've found most helpful in managing to achieve your work goals whilst working remotely.
2. Identify your main challenges in working remotely and what you have been doing to overcome these.
3. In the 3 days prior to attending this session, note down things that other people have done that you're grateful for. (Workplace examples). It may include things that others have done that have made you smile or laugh, things that have helped you out, made your life easier etc. Whatever it is they've done – you're grateful and there is no limit on how many things to make a note of.

Session length: 2 hours

