

# Design Document- Best Practices for Remote Work (VILT)

<i>Business Purpose</i>	<p>Providence Group Banking has shifted toward more remote work options over the last few years. In doing so, they want to ensure that their remote and hybrid employees are being set up for success by providing training on best practices for working remotely from day one of their employment.</p> <p>Providence Group Banking believes that with the proper training on this topic, they will see an increase in employee retention, high-quality output, deadline adherence, and better work-life balance, which is a vital part of their company culture.</p> <p>This training will assist remote or hybrid employees during onboarding by training them on several best practices for working remotely.</p>
<i>Target Audience</i>	<p>New employees who have remote or hybrid work as part of their schedule. A different version of this training will be provided to current employees who are already working remotely.</p>
<i>Training Time</i>	<p>1 hour</p>
<i>Training Recommendation</i>	<p>The recommendation for this training program is virtual instructor-led training because the employees are geographically dispersed, and the content lends itself to discussion and collaboration.</p>
<i>Deliverables</i>	<ol style="list-style-type: none"><li>1) vILT Training – 1 hour</li><li>2) Facilitator Guide</li><li>3) Participant Guide</li></ol>
<i>Learning Objectives</i>	<p>By the end of the training, onboarding employees will be able to:</p> <ol style="list-style-type: none"><li>1) Outline Upcoming Tasks.</li><li>2) Discuss Prioritization and Time Management Strategies</li><li>3) Choose an Appropriate Method of Remote Communication</li><li>4) Determine Boundaries for a Work-Life Balance</li></ol>
<i>Training Outline</i>	<p><b>vILT Training Outline:</b></p> <ol style="list-style-type: none"><li>1. Cover slide</li><li>2. Objectives</li><li>3. Organization Mission</li><li>4. Productivity and Time Management<ol style="list-style-type: none"><li>a. Task Setting</li><li>b. Prioritization Strategies</li><li>c. Time Management Strategies</li><li>d. Check for Understanding: Which Prioritization or Time Management strategy have you used before or are looking forward to trying?</li></ol></li><li>5. Communication<ol style="list-style-type: none"><li>a. Company Utilized Communication Methods and When to Use Them<ul style="list-style-type: none"><li>◆ Email/Outlook</li></ul></li></ol></li></ol>

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	<ul style="list-style-type: none"><li>◆ Instant Messaging/Slack</li><li>◆ Video Conferencing</li><li>◆ Phone</li></ul> <p>b. Check For Understanding: Participants will enter breakout rooms and discuss which communication type is the best fit for a specific scenario and why.</p> <p>6. Work-Life Balance</p> <p>a. Key Strategies to Achieving a Work-Life Balance</p> <ul style="list-style-type: none"><li>◆ Pause and Evaluate</li><li>◆ Assess Your Priorities</li><li>◆ Time Management</li><li>◆ Establish Boundaries</li><li>◆ Reflect, Refine, Repeat</li></ul> <p>b. Check for Understanding: Watch a meditation and mindfulness video while learners determine which boundaries help them set up a better work life balance.</p> <p>7. Closing/Summary</p>
<i>Evaluation Plan</i>	<b>Participants for the vILT will complete a satisfaction survey (Kirkpatrick's Level 1)</b>