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| *Business Purpose* | Many jobs are now being offered as a work from home position. The purpose of creating and establishing effective remote work strategies is to enable organizations and their employees to work efficiently, collaboratively, and productively while working from home. Well-designed remote work strategies can enhance productivity by eliminating the need for commuting, reducing distractions, and by providing employees with flexibility in managing their work schedules. This increases employee satisfaction and morale, creates better work-life balance, and improves employee retention. |
| *Target Audience* | Remote work employees |
| *Training Time* |  45 minutes |
| *Training Recommendation* | * vILT Power Point Slide Deck
* Interactive learner engagement throughout the training
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| *Deliverables* | * Design Document
* PowerPoint slide deck
* Facilitators guide word document
* Job Aid
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| *Learning Objectives* | After this course, the learner will be able to:* Identify best practices for ergonomically sound workspaces
* Recognize Strategies for staying focused
* List the SMART steps for goal setting
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| *Training Outline* | * Introduction
* Introduce company and the Value of Remote Workers
* Facilitator will introduce themselves and producer
* Topics on the agenda are introduced
* Learning Objectives are introduced
* Workspace Tips and Tricks
* Desk Ergonomics
* Lighting
* Technology and tools
* Time Management
* Time Blocking
* Prioritizing tasks
* Goal setting
* Overcoming Challenges
* Addressing common challenges: lack of supervision, isolation, distractions
* Strategies to stay motivated and focused
* Asking for support when needed
* Knowledge Check
* Summary
* Reflection Questions
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| *Evaluation Plan* | A survey should be sent before the training to evaluate where the employees feel they are as far as productivity, morale and goal-setting. A second survey will be sent 4 weeks after the completion of the training module. |