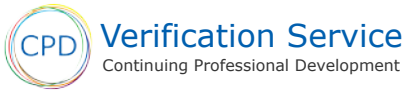


WORKING FROM HOME SUCCESSFULLY



OVERVIEW

Working from home has become commonplace and this has thrown up new challenges for those more used to working in an office environment. There are several challenges that we face to ensure working from home is as effective and safe as office based work. This is important for hybrid workers and those who work from home more permanently.

Some of the key things to consider for those working from home are – personal wellbeing, health & safety, ergonomics, workspace setup, information security, teamworking, online meetings and finally, the social aspect of working at home.

This course sets out to provide learners with all the skills and knowledge they need to work effectively in the home environment. The content will help ensure they have everything they need to support their safety and mental wellbeing, while helping them to remain a productive and valuable employee to the organisation.

OBJECTIVES

- Create a home working set up that is comfortable, safe and secure
- Apply good workstation practices at home to ensure ergonomic safety
- Understand your responsibilities with information security when at home
- Implement practical ideas to ensure safety when working at home
- Develop an awareness of how to effectively work with colleagues when you are not consistently in the same office environment
- Understand how to make online meetings successful
- Appreciate the importance of personal wellbeing when working at home
- Adapt behaviours to suit the differences in the social element



DURATION

2 hours. Including interactions and videos.



AUDIENCE

This e-learning course is suitable for anyone that works from home whether it's occasionally or on a permanent basis.



CERTIFICATION

Upon completion of the course the learner will receive a CPD certificate.

