

Optimizing Home Office Work

The trend is to move from office work to home office. How to best adapt to home office mode, how to set up a working place at home and be efficient when working from home- this is our focus in this online training.

GOALS:

- To highlight the specifics and pitfalls of working from your home and offer ideas for optimizing it
- To offer various tools for effective self-organization of your home office work
- To identify a concrete improvement for home office routine for each participant
- To share the best practices with the trainer and other colleagues

CONTENT:

- Specifics of home office work
- Setting up a working place in home office
- Pitfalls of the homework and how to avoid them
- Self-organization, daily plan and routines
- Communication with your colleagues and your manager
- Managing Stress

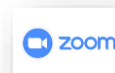
TRAINING ENVIRONMENT:

online training session hosted “live” by the trainer with active involvement of the participants

- Participants are responding to questions of the host, share their opinion and provide their feedback in the course of the online session
- Participants share their best practice and experience
- Participants have their PC cameras on – to increase their involvement in the session

PLATFORM:

Preferably Zoom. According to the application you have installed we may organize the session as a Microsoft Teams videoconference.



TECHNICAL REQUIREMENTS: Internet connection, PC camera, microphone, headphones.

LENGTH: 90 minutes without break

NUMBER OF PARTICIPANTS: max. 10 persons in order to maintain the interactivity of the training on high level

Host, trainer: Dušan Jílek



Trainer, coach, consultant with 25+ years of experience in business and management.

Dušan is delivering communication, sales and management trainings and providing individual coaching for business professionals.

He published 2 books: “Manager as second profession” (2020) and “Professional Phone Calls” (2017), available in Czech.

Self-employed since 2014, owner of AZ SKILLS s.r.o. training company. More on www.az-skills.eu.