



## WorkingSm@rt<sup>®</sup> from Home

Priority Management has launched a new program to develop the key skills for a remote workforce. “**WorkingSm@rt from Home**” is designed to support how to work effectively in a virtual environment. Offered in an interactive, 2 hour online web-shop.

### Who Should Attend:

Employees encouraged or mandated to work remotely. New or existing team members who are now collaborating and communicating more frequently with other peers in a remote workplace. Those interested in setting standards and processes of working virtually.

### Format:

- 2 hour web-shop
- 30 days of support through group coaching sessions

### Tools Provided:

- best practice handout



### A Better Way To Work

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## Maximizing productivity in a remote working world

Our World is changing. Success in a remote working environment requires individuals to use a shared set of communication, collaboration and planning processes and tools that are far more refined and defined than in a non-virtual workspace.

The ability to self-manage, quickly connect with colleagues, share information and collaborate on tasks has never been greater. Priority Management has a 40-year history of training and sees this transition as impactful on work processes and productivity as the launching of emails and networks in the 1980s. Let us help you and your teams find “A Better Way to Work”.

- **Unit 1 Setting up for success** – A look at what challenges virtual working creates and how to set yourself up for success-motivation, workspace, ergonomics, surroundings and interruptions
- **Unit 2 Making my day work** – Taking a look at controlling daily stress and the fundamentals around managing your commitments, incoming communications, and tasks in a remote working world.
- **Unit 3 Communicating with my colleagues** - How to communicate effectively in a virtual world and make virtual meetings work well.
- **Unit 4 Building my daily plan** – mapping out your appointments and work commitments to manage change and stay focused.