

Working from home 101



What

This workshop is for anyone that wants to set up a connected team and nurture productivity while working remotely (e.g. working from home). We focus on a mix of simple practical skills and general advice for maintaining a vibrant and productive work culture.

We tailor each workshop to your unique team dynamic so that we can make the most of your existing ways of working.



Outcomes and benefits

- Collaborate effectively within your team
- Coordinate and maintain visibility in a team
- Create a connected and productive remote work culture

Agenda

Our 'working from home' workshop includes a mix of theory and practical exercises. Each section has a short introduction, followed by 1-2 activities. The workshop runs for 3 hours.

1. Introduction

Ice-breakers and technical troubleshooting

2. Team culture

Learn how to create a vibrant and productive work culture

3. Virtual meetings

Learn how to run effective virtual meetings

4. Team communication

Learn how to use different tools for different types of communication

5. Online collaboration

Learn how to collaborate creatively using online tools

6. Coordination and visibility

Learn how to coordinate as a team, and maintain visibility