

Home Working Toolkit

Developed for and working in partnership with Ipswich Borough Council

Overview

This course is designed to help to ensure that all employees who work from home do so in an efficient, consistent and legally compliant manner. Delegates will gain the practical skills to develop and implement a framework for successful time management to be put into practice for successful home working.

Target Group

This course is aimed at any staff member who plans to request, or is requested to work from home.

Objectives

By the end of the course, delegates will be able to;

- Understand the challenges and benefits of home working for both the organisation and the individual
- Know how to work safely and effectively from home
- Identify techniques and strategies to overcome time management challenges
- Know how to comply with Health and Safety and Data Protection requirements whilst working at home
- Demonstrate the key elements of successful communication

Course Content

Below is an overview of the topics that are covered. Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.

- Benefits of working from home
- Disadvantages of not being in the office
- Working from home legal compliance
- Health and Safety
- Home working policy
- General time management tools
 - Identifying potential time stealers
 - Prioritising and managing your time
 - Delegating to others
 - Action planning
- Working from home time management tools
 - Setting 'office hours'
 - Keeping to your schedule
 - Avoiding distractions
 - Setting goals
 - Planning ahead
 - Taking breaks
- Keeping your manager informed

Outcomes

Each delegate will receive detailed developmental feedback on their performance from both colleagues and facilitator and will be asked to complete and review a personal action plan after each module to identify key changes to implement and skills to practice.

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