

## Managing Home Workers

*Developed for and working in partnership with Ipswich Borough Council*

### Overview

Managing home-working staff requires a different approach to communication and performance management to be successful. Setting simple ground rules can provide the framework for a flexible workforce that meets organisational needs at the same time as benefiting work-life balance.

This one day course sets out a framework to ensure employees working from home will be managed in a fair, consistent, and legally compliant manner, and employees' skills and knowledge are utilised effectively, whilst managing the use of the restricted office accommodation.

### Target Group

This course is aimed at any manager or team leader who currently manages home workers, or plans to grant requests from staff to work from home.

### Objectives

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

- Identify the key management issues arising from managing home working staff
- Be familiar with relevant Health and Safety legislation
- Set clear ground rules for home working
- Demonstrate the key elements of successfully managing from a distance

### 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.)

- The challenges of managing home workers
- Working from home time management tools
- Benefits and disadvantages of home working
- Home working key themes
- Health and safety compliance
- Data protection compliance
- Setting ground rules
- Planning for home working
- Dealing with the unexpected
- Delegating to others
- Evaluating efficient working practice
- Managing the impact on work-present colleagues and team members

### 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.

Tel: 01473 858 746

Email: [info@barnardtraining.co.uk](mailto:info@barnardtraining.co.uk)

Web: [www.barnardtraining.co.uk](http://www.barnardtraining.co.uk)