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Productivity Solutions
AN **NIIT** GROUP COMPANY

VIRTES
Virtual Intelligence ▼ Remote Training
▼ Engagement Services

VIRTES Remote Work Excellence Toolkit

Providing the best
telecommuting experience
for you and your employees

The Virtual Intelligence Remote
Training and Engagement Services
(VIRTES) are distinct packaged
services based upon current and
new content relative to remote
workplaces. Always customizable.
Available now.

VIRTES Remote Work Excellence Toolkit

The COVID-19 pandemic caught many organizations off-guard. With most or all their onsite workforce having shifted abruptly to telecommuting, companies are facing the urgent need to upskill remote workers. Deploying and training on new platforms and software is just the beginning.

Soft skills, virtual communication excellence and remote work productivity best practices, technical quality and support, are all considerations in today's new 'working from home' (WFH) environment. For many, the ability to provide a high level of support and training on how to WFH for remote workers will mean the difference between successful navigation to the other side of the pandemic—or dramatic business losses.

With remote workers scrambling to set up home workspaces, battling communication software, and overcoming the inevitable day-to-day distractions, these early days of large-scale telecommuting have been challenging for employers. Processes and guidelines that would otherwise take months or years to develop need to be rolled out with only days—or hours—of advance notice. Concerns about keeping business moving forward with a largely remote workforce range include:

▸ **Best Practices:** What are best practices for remote engagement?

▸ **Online meetings:** How can I hold, attend, and moderate virtual meetings that are productive?

▸ **Remote setup:** What's the optimal setup for a remote presence?

▸ **Communication channels:** How do I navigate all the different channels and choose the best to communicate?

▸ **Technical Tips & Troubleshooting:** How can I preemptively address and upscale my technical set up? How can I troubleshoot tech issues to keep productivity high?

Create a productive, engaged, and efficient remote workforce

The **Remote Work Excellence Toolkit** from Eagle Productivity Solutions and NIIT delivers specific guidelines, support, and training to help you keep your workforce productive while working remotely. The toolkit is delivered over Rise 360 on the Articulate 360 platform, a flexible, responsive delivery system that works with any device.

The **Remote Work Excellence Toolkit** gives you detailed instructions on remote engagement best practices, guidelines on establishing your company's remote presence, and how to help your employees successfully:

▸ Set up remote offices

▸ Manage time and schedules

▸ Overcome distractions

▸ Communicate efficiently with colleagues and partners

▸ Prepare, lead, attend and moderate virtual meetings

▸ Troubleshoot technology issues

▸ Successfully navigate diverse workstyles

VIRTES Remote Work Excellence Toolkit

Features

Fully delivered using Rise 360, the **Remote Work Excellence Kit** includes 20 micro lessons, which can also be packaged in SCORM for LMS capability or delivered via direct link. Lessons are delivered with rich media, interactivity, and based on andragogical principles.

Topics

Remote Setup

- ▶ Remote engagement best practices
- ▶ Establishing a remote presence
- ▶ Setting up a remote office

Working Smart

- ▶ Overcoming distractions
- ▶ Organizing your day

Communication

- ▶ Communication channels available
- ▶ How to use the channels appropriately
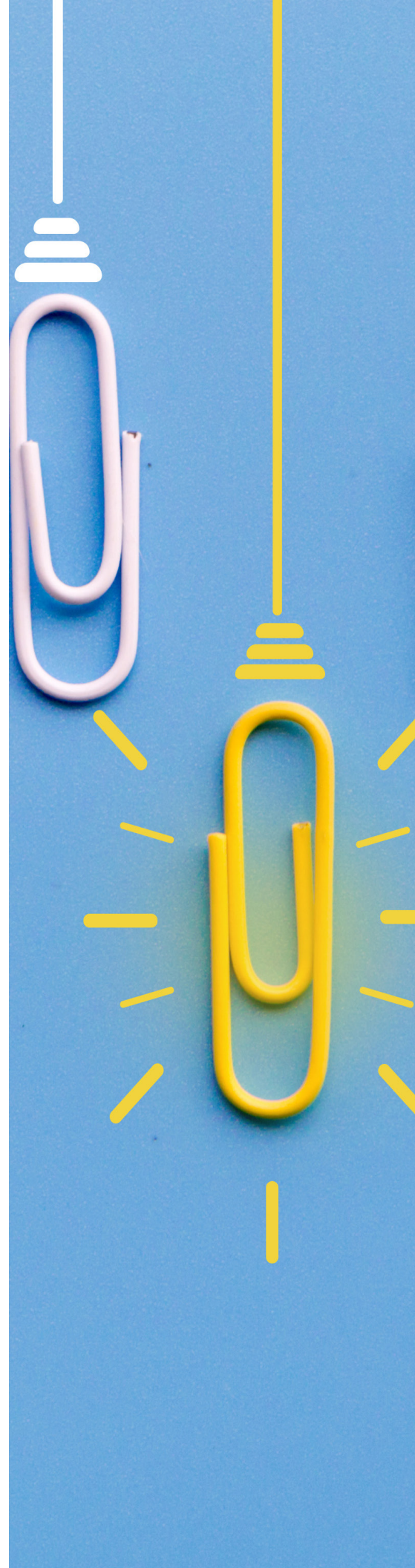- ▶ Nurturing remote "Water-cooler" conversations

Virtual meetings

- ▶ How to manage the virtual meeting room, facilitate discussions, and keep people engaged
- ▶ Best practices for personalities and workstyles

Establishing Team Roles

- ▶ Remote business etiquette
  - – Rules of engagement
  - – What contributes to successful remote meetings?

Technology

- ▶ Tech tips
- ▶ Troubleshooting

Succeed with proven industry leaders

With over 65 years of combined experience, Eagle Productivity Solutions and its parent company NIIT, deliver customized global training programs proven to deliver cost savings, reduced training times, fewer employee errors, and better productivity. With more than 500 instructional designers and a global network of 2500 trainers, Eagle Productivity Solutions and NIIT have the experience, skills, and resources to make your online learning investments deliver measurable ROI—fast.

Don't wait: Get started today!

To quickly and cost-effectively deliver the most efficient, robust remote experience to your employees, contact Eagle Productivity Solutions today at info@eagleproductivity.com or contact your local Eagle or NIIT representative.

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