

WORKING REMOTELY: MAINTAINING YOUR CONNECTIONS AND PRODUCTIVITY

PMA

VIRTUAL TRAINING TO HELP YOU AND YOUR TEAM



Steps to contain the current COVID-19 virus require many employees who normally work from the office to now work from home. This presents challenges to stay connected, engaged and productive.

With 40 years of experience, Priority Management is an established, global leader in the area of workplace productivity. Our team developed this impactful and practical online workshop to help participants maintain or improve their productivity while working remotely.

Learning Outcomes

- ✓ Establishing a new routine for your new workspace
- ✓ Maintaining communication & information sharing with your remote team members
- ✓ Staying productive when working in a new environment with different tools
- ✓ Managing collaborative work effectively
- ✓ Controlling interruptions and distractions so you can focus
- ✓ Exploring many ways technology can support effective telework
- ✓ Supporting your team members as you all experience these potentially disruptive changes

Program Description

Working Remotely will assist attendees in leveraging the opportunities of working remotely and avoiding the drawbacks. We'll explore methods for staying connected, so you don't feel isolated. We'll also help attendees adjust to the increase in virtual communications and meetings with best practices for using their technology. Lastly, we'll encourage people to create a set of "new operating rules" for their new workspace

Training Format

Instructor-led, online webinar will be delivered in 90 minutes.