

# Working Productively from Home

With the current change to many workplaces, people need to adapt to working from home. The way you communicate with your colleagues and manage your workload will help you to be productive and deal with distractions and interruptions.

This virtual workshop will teach you to manage your time efficiently, avoid procrastinating, and prioritise tasks when working from home.

## **Audience**

This workshop is designed for team members who have recently started working from home and would like practical tips on how to balance work expectations and adapt to their new environment.

We offer this program in one 3-hour session. You can attend this program from anywhere: your workstation or from home.

## **Outcomes**

Learn how to:

- Clarify expectations with your manager
- Communicate with your colleagues effectively
- Use technology to your advantage
- Increase concentration and motivation
- Avoid procrastination
- Prioritise tasks and activities
- Deal with distractions and interruptions
- Turn working from home into an opportunity to shine.

## **Virtual workshop**

\$295 + GST

Electronic editable participant manual and PDF certificate included.

## **Small group sizes**

We limit the group size to 8. This means the workshops are highly interactive and we'll be able to focus on your personal challenges.

## **Dates**

One 3-hour session: 9.30am to 12.30pm

- Tuesday 9 February 2021 (AEDT)
- Tuesday 18 May 2021 (AEST)
- Thursday 26 August 2021 (AEST)
- Wednesday 1 December 2021 (AEDT)

Please check our [website](#) for the latest dates.

## **You will need**

- A device with a camera – preferably a laptop or desktop.
- Good internet access.
- A quiet room.

## **Book a virtual workshop**

Choose between:

- Call 1300 655 098
- Send us an email at [info@icml.com.au](mailto:info@icml.com.au).
- Complete our [online booking form](#).

## **Virtual group training or coaching**

We deliver this program virtually to groups nationwide.

Call us on 1300 655 098 for a quote or send us an email on [info@icml.com.au](mailto:info@icml.com.au).

# Virtual workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

## Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

## Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

## Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

## How to book

Choose between:

- Call 1300 655 098
- Send us an email at [info@icml.com.au](mailto:info@icml.com.au).
- Complete our online booking form.

## Tailored group training

**Ask us how we will tailor this program to your organisation or team. Benefits are that we tailor the:**

- *Content* to suit your organisation's needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

## Request a quote

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at [info@icml.com.au](mailto:info@icml.com.au).

