Increase Productivity and Results when Working from Home

Course outline

Provided by: Performance Management Consultants – PMC Training

Reference no.	276-16
Duration	0.50 day(s) | 3:00 hours [1]
Website link	https://pmctraining.com/training/increase-productivity-and-results-when-working-from-home/

Best Practices to Improve Your Job Satisfaction and Performance

Now more than ever employees are practicing flexible work options and many of us have arrangements to work from home. Overcoming work-from-home challenges are crucial in order to improve our workplace performance, and engagement. This session will help participants stay engaged in the work from home process. Learners will be given tools and techniques that can be easily applied to their WFH with clear methods on how to increase their productivity and results by applying a WFH framework with proven success. Participants will gain an understanding of the challenges faced when working from home and learn techniques to overcome these challenges as they enhance their WFH routine and overall performance strategies.

Learning outcomes

At the end of this workshop, you will be able to:

- Assessed your current work-from-home practices
- Uncovered work-from-home challenges and how to correct them
- Reviewed individual/team/organizational work-from-home benefits
- Learned a WFH Framework that includes best practices for immediate results
- Designed a personalized solution to overcoming team isolation and disconnect
- Practices personal and team resiliency

Workshop topics

Introductions

- Discuss learning goals and personal objectives

---

[1] *The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.*

- Review the WFH success formula

Defining out WFH Experience
- Assessing our current WFH practices and habits
- Defining our vision for WFH success
- Overcoming WFH challenges
- Discussing the benefits of flexible working options

Creating Accountability
- Defining accountability in your role
- Exploring the difference between ownership and accountability
- Reviewing success WFH factors

Learning the WFH Framework
- Reviewing the value of consistency
- Understanding the WFH Framework:
    - Identifying objectives
    - Setting expectations
    - Establishing routine
    - Staying connected
    - Monitoring progress

Staying Motivated with the Process
- Remembering goal setting
- Reviewing engagement methods
- Learning the motivation matrix

Workshop Summary & Action Plan

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

This course will add value to anyone who is working on, or with, an employee that is working from home.