Working Remotely: Strategies to Maximize Productivity

Training for Employees New to Remote Work



Facilitator's Guide

Facilitator's Note:

This training is a virtual led training. It will take one hour to complete. The training is intended for employees who are new to working remotely. Be sure to set up the poll questions in Zoom, prior to the training (go to the *meetings* page, scroll to bottom to find the *poll* option, click *add* to begin creating the poll). Please note – the link for the training has already been sent to the participants.

Learning Objective:

- Explain the benefits and challenges of remote work.
- Identify ways to effectively communicate while working remotely.
- Recognize the components of staying connected while working remotely.
- Discuss effective self-care methods to ensure personal well-being.

Materials and Equipment:

- Working Remotely Training PowerPoint Slides
- Computer with camera and microphone
- Log-in access to Zoom
- Electronic copy of Participant Guide and handouts

Lesson Outline

Topic	Additional Info	Time
Introduction	- Ground rules	5 minutes
	 Agenda and Learning Objectives 	
	- Quote	
Discussion	 What are the benefits of working remotely? 	10 minutes
	 What are the challenges of working remotely? 	
'The Way We	- View video	10 minutes
Work' Video	- Debrief	
Communication	- Clarify expectations	5 minutes
	- System for sharing documents	

	- How to communicate with managers and colleagues	
Stay Connected	- 'Water Cooler' chats	5 minutes
	- Regular meetings	
	 Avoid feeling isolated 	
Self-Care	 Self-care speed dating activity 	15 minutes
	 Self-care suggestions 	
Knowledge Check	- Zoom Poll	3 minutes
Recap	 Summary of training 	2 minutes
What Stuck?	- Zoom whiteboard	5 minutes
Total Time		60 minutes

Lesson Content:

Slides	Notes	Slide Image
Slide 1: Welcome	Turn on camera, unmute mic, and welcome participants as they join the training. Introduce yourself (name, position, interesting fact/relevant information).	Working Remotely: Strategies to Maximize Productivity Training for Employees New to Remote Work
Slide 2: Ground Rules	Display slide Review ground rules. Encourage participants to turn on their cameras to receive the most out of today's training, however, we understand if some participants are not comfortable turning on their cameras.	Remember to mute your mic when not speaking If comfortable, turn on your camera Questions and comments are welcomed throughout the training, feel free to unmute yourself or use the chat
Slide 3: Agenda	Display slide Review the agenda.	Learning Objectives ○ Discussion ○ 'The Way We Work' Video ○ Communication ○ Stay Connected ○ Self-Care Activity ○ Recap ○ What Stuck?

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Slide 4: Learning Objectives	Read the learning objectives.	LEARNING OBJECTIVES Explain the benefits and challenges of remote work Identify ways to effectively communicate while working remotely Recognize the components of staying connected while working remotely Discuss effective self-care methods to ensure personal well-being
Slide 5: Words of Wisdom	Display slide Read the slide.	So much of remote work is about productivity and communication - you'd think it would be easy to hide working remotely but it isn't Kate Kendall
Slide 6: Discussion	Explain to participants they will spend five minutes discussing the two questions and will be in breakout rooms with four people. Tell participants that after the breakout rooms are created, click the join breakout room, introduce yourself and begin the discussion. Participants will receive a one-minute countdown when the breakout room is almost done. Create breakout rooms by clicking breakout rooms, select the number of rooms you would like to create and automatically assign participants to breakout rooms. Click Breakout Rooms. As the host, feel free to join any of the breakout rooms to listen in on the discussions. Take note of the time and when breakout rooms will end. When participants return to the main room, ask a few participants to share - five minutes discussion.	What are the benefits of working remotely? What are the challenges of working remotely?

	Thank participants for sharing and tell them we will talk further about the mentioned	Theator's durac. Working Remotery
	points throughout the training.	
Slide 7: The Way We Work - Video	Display slide Play the video which talks about the challenges of working from home and solutions to how people can manage themselves while working from home.	The Way We Work Video
Slide 8:	Display slide	
The Way	Tell and delegate the control of the charter	
We Work - Debrief	Tell participants they can use the chat or unmute themselves to debrief the video.	THE WAY WE WORK DEBRIEF
	Remember as the facilitator, to encourage participants to share, remain neutral, clarify questions/concerns, and paraphrase participants viewpoints. expectation	Using the chat, answer the following questions: Do you agree with the points mentioned in the video? Would you implement these suggestions? What stood out to you in the video?
	Thank participants for sharing.	
Slide 9:	Display slide	Clarify Expectations:
Communica		Timeframe for responding to emails: expected work hours: managing family
tion	Review the slide.	expectations; encourage check-ins, self-care, and disconnecting
	Tell participants sometimes it is important to call people to resolve issues or clarify something quickly. And because people do not see each other often, communication is more critical when working remotely.	expectations: encourage check-ins, self-care, and disconnecting System for Sharing Documents: Consider OneDrive or other cloud-based tools How to Communicate with Managers and Colleagues: Talk to your team about the best way to communication with each other (Microsoft teams/Slack, email, text. etc.) and what to communicate (ile updates on projects)
Slide 10:	Display slide	
Stay Connected	Review the slide.	"Water Cooler' Chats: Create opportunities for office breaks, lunch as a team, happy hours, chat before and after meetings, etc.
	Tell participants that working remotely can create feelings of isolation and loneliness, being intentional about staying connected with colleagues is important. Make time to check-in, share stories, and ask how people are doing.	Create opportunities for office breaks, lunch as a team, happy hours, chat before and after meetings, etc. Regular Meetings: Consider scheduled staff meetings, monthly one-on-one meetings Avoid Feeling Isolated: Use video, even if it's uncomfortable for you

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Slide 11:	Display slide	
Self-Care		
Speed	Review the slide.	
Dating		SELF-CARE SPEED DATING ACTIVITY
Activity	Create breakout rooms by clicking breakout rooms, select the number of rooms you would like to create and automatically assign participants to breakout rooms. Click Breakout Rooms. As the host, feel free to join any of the breakout rooms to listen in on the discussions. Take note of the time and when breakout rooms will end. Repeat two more times with different participants in each breakout room. When participants return to the main room, ask a few participants to share - five minutes discussion.	Breakout Rooms Join a break-out room (when prompted) Introduce yourself Provide examples for how someone could practice self-care while working remotely 'Participants will have 2 minutes in each breakout room and will join three different breakout rooms
	Thank participants for sharing.	
Slide 12: Self-Care	Review the slide (make note of points that have not already been mentioned). Tell participants that any transition takes time to get used to, so be easy on yourself. Everyone's specific work situation and team dynamics are different.	Create a comfortable environment/designated workspace Protect your time (don't be afraid to disconnect) Make time for physical and creative activities Be kind to yourself Take breaks
Slide 13: Knowledge Check	Display slide Begin poll by clicking polls in the meeting controls. Click launch polling. Tell participants they will have 2-3 minutes to complete the poll.	KNOWLEDGE CHECK Using the poll feature, answer the following questions True or False: When working remotely it is a good idea to clarify work expectations with your team? Multiple Choice: To maximize productivity when working remotely, one must: A Communicate effectively, take breaks, and be find to yourself B. Clarify expectations, make time for "Water Cooler" conversations, and don't be afraid to disconnect. C. Use your video often, protect your time, and create a comfortable environment. D. All of the above

Slide 14: Recap	Display slide Review the slide.	There are many benefits and challenges to working remotely, remember to do what works best for you Effective communication is critical during remote work Working remotely can create feelings of isolation and loneliness, it is important to find ways to stay connected Self-care is crucial to ensuring a productive work environment
Slide 15: What Stuck?	Display slide End the course with 'What Stuck?' assessment. Ask participants to let you know in a few words what stood out to you from today's training using the Whiteboard in Zoom. Access the whiteboard by clicking share	What Stuck?
	screen, then click whiteboard, and then click share. Participants can now write, type, or draw their responses.	