

A woman with long brown hair, wearing a bright yellow cable-knit sweater, is smiling and looking towards the right. She is holding a white mug with both hands. She is sitting at a desk in a home office. On the desk, there is a silver laptop, a black desk lamp, and a pen holder with several pens. In the background, there is a white wall with a black decorative element and a window with white curtains.

Working from Home



integrity
Ethics & Compliance Training

Welcome and Introduction

1. **Text and Image Screen:** Getting the balance right. Placeholder screen for a CEO/leader message.
2. **Video:** High-level introduction to remote working, and the benefits and challenges it brings.

Topic 1 – Creating the Right Environment

1. **Interactive Screen:** Top tips to help create the best workspace: privacy, furniture, lighting, ventilation.
2. **Scenario:** Scenario around selecting the best room to work from.
3. **Key Learning:** Everyone’s home environment is different. In an ideal world, we’ll all have a room that is a dedicated office space, but in reality, that’s not always the case. It just means we have to get creative and repurpose existing rooms to function like office spaces – just like a spare room with a dressing table.
4. **Scenario:** Scenario around creating a productive work environment.
5. **Key Learning:** There are lots of things you can do to create a work environment that helps you stay focused and motivated.
6. **Assessment:** Five-question assessment on the content presented in this topic.

Topic 2 – Scheduling Your Time

1. **Video:** Video on the importance of creating a schedule, the benefits that come with creating a schedule, and the risks when you don’t stick to a schedule.
2. **Scenario:** Scenario on managing your schedule.
3. **Key Learning:** Schedules will help you plan your personal life, so you have fewer disruptions during your working life. When done right, you won’t need to cancel your appointments, and your working hours won’t encroach on your personal time.
4. **Scenario:** How to adjust your schedule to ensure work-life balance.
5. **Key Learning:** Scheduling your time is as much about ensuring you stay on target with your work, as it is about preserving your personal time and creating the right work-life balance.
6. **Assessment:** Five-question assessment on the content presented in this topic.

Topic 3 – Effective Communication

1. **Interactive Screen:** Prolonged periods of working remotely can lead to decreased productivity and motivation: make time for calls, protect your time, respect others' boundaries.
2. **Scenario:** Scenario on how to combat the feeling of isolation and loneliness.
3. **Key Learning:** There are many advantages to working at home, but it's solitary work, and feelings of isolation and loneliness are the biggest drawbacks of telecommuting. Scheduling regular meetings – both in person and online – is one of the simplest ways we can check in and feel like we are making a valuable contribution.
4. **Scenario:** Scenario around handling a situation in which you feel like the work you do is going largely unnoticed because you aren't visible to your team.
5. **Key Learning:** Maintaining effective communication with your team is critical, not just for your well-being but for your career also. Your hard work is always appreciated – so make sure people know what you've accomplished.
6. **Assessment:** Five-question assessment on the content presented in this topic.

Topic 4 – Maintain Your Motivation

1. **Interactive Screen:** When you're working remotely, staying motivated can be challenging, especially when distractions are all around us: to-do lists, review the day, deal with distractions.
2. **Scenario:** Scenario around motivational tips for remote workers.
3. **Key Learning:** We're all different, which means we work differently and are motivated by different things. What works for your colleague, may not work for you, so it's up to you to figure out what works.
4. **Scenario:** Scenario around how to avoid distractions while working from home.
5. **Key Learning:** We all have days when building and maintaining motivation is hard, and that's okay. We just need to make sure demotivation doesn't spiral into increasing dips of productivity that affect our work and even our mental health.
6. **Assessment:** Five-question assessment on the content presented in this topic.

Topic 5 – Securely Working from Home

1. **Interactive Screen:** Working from home presents additional security considerations around how you connect with our network, your colleagues, etc. – VPN, secure home router, antivirus software, secure mail, secure messaging, phishing attacks.
2. **Scenario:** Scenario around the steps you can take to protect your workspace from online security threats.
3. **Key Learning:** Securing your workspace is a crucial step that must be taken before you begin working remotely. Through your device, you have access to our clients’ and employees’ private data, as well as sensitive company information, like our intellectual property.
4. **Scenario:** Scenario around the best practices for secure remote working.
5. **Key Learning:** The longer we spend online, the more we expose ourselves to security threats and attacks. If your device is used for both personal and work purposes, you not only risk exposing the company to data and security breaches, but yourself too. Six-item checklist to help you work from home securely.
6. **Assessment:** Five-question assessment on the content presented in this topic.

Topic 6 – Remote Communication for Managers

1. **Interactive Screen:** How do you open lines of communication with employees in different locations and time zones, and set them up for success? Communicate your expectations, encourage communication, open communication channels, schedule 1:1s, schedule team meetings, create water-cooler moments.
2. **Scenario:** Scenario on how to help your team adjust to working from home.
3. **Key Learning:** Working from home will inevitably create new distractions. Taking a virtual tour will help your team develop an understanding of each person’s work context, so they can be more sensitive to each other’s constraints.
4. **Scenario:** Scenario around what you can do to prevent your team feeling disconnected and lonely.
5. **Key Learning:** Without effective communication, teams fail to collaborate and maintain the momentum needed to hit team targets and company goals. This is especially true for remote teams, so you have to work harder to ensure not only you but all the members of your team remain connected.
6. **Assessment:** Five-question assessment on the content presented in this topic.

Topic 7: Team Motivation for Managers

1. **Interactive Screen:** Tips to help cultivate a motivated team: connect goals, nurture familiarity, feel like a team, build a community, acknowledge accomplishments.
2. **Scenario:** Scenario around boosting team morale.
3. **Key Learning:** Constant communication will build trust between your team members. This means they will be more likely to reach out to each other for help, which will drive collaboration and boost productivity.
4. **Scenario:** Scenario around motivating a direct report whose performance has dipped.
5. **Key Learning.** It's important to keep strong lines of communication open with all your team members, even those with a lot of experience of working remotely.
6. **Assessment:** Five-question assessment on the content presented in this topic.

Topic 8 – Before You Go

1. **Text & Image screen:** Course summary and some key do`s and don`ts.
2. **Top Tips Screen:** Top tips on making working from home a success.