

**FACE
TO FACE
TRAINING
12-13
OCTOBER
2021
+
WEBINARS
BEFORE**

WORK FROM HOME MASTERCLASS

HOTEL SOFITEL MAURITIUS, L'IMPERIAL RESORT & SPA,
WOLMAR COASTAL ROAD, FLIC-EN-FLAC



**CORPORATE
LEADERSHIP
CENTER**

The Covid19 lockdowns have revolutionised the way we work & perceive work, catapulting Remote Working / Work From Home (WFH) concept in Mauritius & worldwide resulting into the world's biggest WFH experiment. Business as usual is not an option anymore: Crisis preparedness, adopting & implementing successful & collaborative WFH/remote working best practices to maintain productivity and employee engagement has become the norm. This learning programme is outcomes-based & focuses on developing the necessary skills to work remotely effectively and maintain high levels of well-being, productivity & team collaboration.

TRAINING METHODOLOGY

Includes learner workbook and Pre & Post Self-Evaluation Assessment. Interactive and participatory, including presentations and facilitation by the trainer, group exercises, roundtable discussions, video clips, case studies and debriefing.

IMPACT ASSESSMENT

3-4 weeks post training online follow up and interfacing individually with learners to assess desired WFH best practice implementation as a result of learning gained.

WHO SHOULD ATTEND

Heads of HR, Learning and Development Managers, Heads of Departments, Business Owners, Staff WFH.

COURSE OUTLINE & LEARNING OBJECTIVES

COURSE DIRECTOR

DAY 1

Introduction to Working Remotely

- Meaning of Work From Home (WFH)
- Structured shared WFH lockdown experiences
- WFH benefits and disadvantages
- Common challenges of WFH
- How managers can support remote employees
- Seven truths about WFH and what you can do about it
- Is WFH right for you or your team?
- Working styles, skillsets and characteristics required for WFH
- Strategies and tools for approaching WFH
- Communication and collaboration
- Asynchronous communication and why it matters for WFH

DAY 2 – Maximise Well-Being and Productivity when Working Remotely

- WFH Legislation in Mauritius
- Working with technology
- Tips for optimising WFH efficiency & productivity
- Establishing clear WFH policies
- Routines and productivity
- Time Management: WFH
- Lessons learnt from WFH
 - Mental Health & Wellbeing
 - Managing stress, Building resilience
 - Developing resourcefulness
 - Types of teams working remotely
- Leading and managing virtual teams
- Managing virtual teams
- Leading virtual meetings



**Dianne
Lubbe**

Dianne Lubbe is a qualified OD ETD Practitioner, with 20 years Business Management and Training & Development experience across industries. She is a remote working expert and has been on one on one coaching, facilitation and meetings by way of various online platforms. Her areas of expertise include Skills Development Facilitation, Development and Alignment of Training Material, Facilitation of Learning, Assessment & Moderation, Provider Accreditation and Coaching & Mentoring.

For more information & registration, please visit www.clcl.mu



FEES AND REFUND

Rs 20,000 per participant. Course is HRDC refundable up to 75% for company sponsored participants. Fees include lunch & tea breaks for both days as well as course materials.

