

TRAINING PROVIDER	
Singapore Professionals' and Executives' Cooperative Limited	
COURSE INFORMATION:	
Course Title	Managing Efficiency of Remote-Working Employees/Teams
Language	English
Course Duration	1 day (7 hours / 9am to 5pm)
Delivery Mode	Virtual Workshop via Zoom
COURSE OUTLINE:	
Course Overview & Objectives	<p>In this post-pandemic world, Work From Home is here to stay. The WFH scenario poses multiple challenges to the leaders. There are fewer opportunities for informal discussions and team members are siloed more than ever. You are not alone, if you are wondering how to</p> <ul style="list-style-type: none"> • keep the employees motivated and engaged • ensure high productivity from employees • get the team to collaborate more • Bring a stress-free, fun environment in the team • Keep the team focussed on delivering the organisational objectives <p>This program uses a games-based approach to create a stress-free, fun environment in the team. In such a remote working environment, the team learns to align, commit and learn from each other to stay productive and continue to deliver superior organisational results.</p> <p>The objectives of this program are:</p> <ul style="list-style-type: none"> • Understand Challenges of a remote work environment • Bring a stress-free fun environment within the team • Take steps to improve communication & trust • Create an alignment on the key goals for the teams • Provide tips to Maintain & Improve productivity during WFH • Create a Personal Action Plan for the participant and team success.
Key Topics Covered	<p>The course explores the following subjects in depth:</p> <ul style="list-style-type: none"> • Challenges of a remote work environment <ul style="list-style-type: none"> - What is working? - What can we do about it? • Goal Alignment <ul style="list-style-type: none"> - Create an alignment on the key goals for the teams. - Provide tips to Maintain work -rhythm - Tips to improve productivity • What is my role in improving productivity? <ul style="list-style-type: none"> - My role as an employee - My role as a Manager - My role as a Senior Leader

	<ul style="list-style-type: none"> • Productivity tools that can improve our work-efficiency <ul style="list-style-type: none"> - Project/Task Management - Learning & Skill development - Collaborative working tools - Online meeting platform • Bringing Fun <ul style="list-style-type: none"> - Reduce zoom fatigue - Creating a lively online environment - Work-life Management • Putting it together <ul style="list-style-type: none"> - Creating a Personal Action Plan
Learning Outcomes	<p>Successful completion of the program will enable participant to:</p> <ul style="list-style-type: none"> • Improve his/her productivity. • Actively Manage work/life balance • Enjoy a stress-free & fun remote work environment. • Create a Personal Action Plan for success
Learning Methodology	<p>This highly interactive workshop involves group activities, virtual games, case studies, presentations and other fun filled games / activities.</p>
Who Should Attend	<p>This course is ideally suited for a team working remotely to attend together and use this as a platform for improving their alignment and productivity.</p>