



e-learning

Mastering working from home

Working from a Home Office requires a high degree of self-organization. In this e-learning you will find out how to be better organized and increase your productivity in your Home Office. Use the self-test to check whether you can cope well working from your Home Office, or if you need to change anything. Make ideal use of your working time at home too.

Group of participants:
For all employees who are getting used to a changing work environment and increasingly digitalized communication.

Duration: **approx. 20 minutes**

Language:

Learning objectives

- ✓ Understand the benefits offered by a Home Office, and assess where the difficulties may lie for you
- ✓ Create the right conditions for efficient work in your Home Office
- ✓ Selectively eliminate disruptive factors and increase your productivity
- ✓ Set up your workplace appropriately

Contents

- What are the benefits of a Home Office?
- How do I set up my work space appropriately?
- How do I organize my working time?
- How do I work productively in a Home Office?
- What do I need for effective communication?
- How do I stay fit in the Home Office?
- How does Home Office work with children?
- Ready for Home Office?



Infos im Web

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Let us advise you

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