



e-learning

How to survive „Working from Home“

Would you like to concentrate well and be focused in your Home Office too? For many, Home Office has become the new normal. However it often feels more like a temporary, and rather stressful solution. In this e-learning Ömer Atiker offers helpful tips and tricks to develop a more positive perspective on this issue. Set up a pleasant working environment, work on your own communication and cultivate a high degree of creativity from within your own four walls.

Booking Number: **34260**

Group of participants:

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

Duration: **approx. 1.5 hours**

Language:

Unit price:

€ 49,- zzgl. MwSt. | € 58,31 inkl. MwSt.

Package prices from 50 licenses on request

Learning objectives

- ✓ Communicate expectations to yourself and others
- ✓ Recognize why trust is a very important prerequisite for working in Home Office
- ✓ Set up a work environment that agrees with you
- ✓ Ensure good communication in the virtual team
- ✓ Find a suitable balance between self-discipline and sufficient breaks

Contents

Welcome to the Home Office

A question of attitude

Manage expectations

Trust

The better interim solution

Call of the Wild: Telephoning and video conversations

Focus

Sharing is caring

Communicating

Discipline and dresscode

Body and soul

New work



Information on the web

www.haufe-akademie.de/34260



Let us advise you

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