

## Managing Home Office Work

*It has become a part of the daily business that you have to lead people working in home office. How effectively manage remote team is our focus in this online training.*

### GOALS:

- To highlight the specifics and “pitfalls” of working from home and provide ideas for managers how to react
- To offer various tools, methods and approaches to successfully lead people in home office
- To identify a concrete improvement of your managing style and communication
- To share the best practices with the trainer and other colleagues

### CONTENT:

- Specifics of home office work, set up of a working place in home office
- Pitfalls of the homework and how to overcome them
- Work organization, daily plan and routines
- Communication with team in home office
- Measuring the home work performance
- Team communication

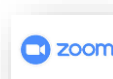
### TRAINING ENVIRONMENT:

online training session hosted “live” by the trainer with active involvement of the participants

- Participants are responding to questions of the host, share their opinion and provide their feedback in the course of the online session
- Participants share their best practice and experience
- Participants have their PC cameras on – to increase their involvement in the session

### PLATFORM:

Preferably Zoom. According to the application you have installed we may organize the session as a Microsoft Teams videoconference.



**TECHNICAL REQUIREMENTS:** Internet connection, PC camera, microphone, headphones.

**LENGHT:** 90 minutes without break

**NUMBER OF PARTICIPANTS:** max. 10 persons in order to maintain the interactivity of the training on high level

## Host, trainer: Dušan Jílek



Trainer, coach, consultant with 25+ years of experience in business and management.

Dušan is delivering communication, sales and management trainings and providing individual coaching for business professionals.

He published 2 books: “Manager as second profession” (2020) and “Professional Phone Calls” (2017), available Czech.

Self-employed since 2014, owner of AZ SKILLS s.r.o. training company. More on [www.az-skills.eu](http://www.az-skills.eu).