

Effective Remote Working

Many companies are increasingly adopting remote working as part of normal business practice. There can be many benefits to remote working – less time and money spent on travel and a better work/life balance. Downsides can include feelings of isolation, less camaraderie and the inability to sort things out quickly with a short face-to-face chat. Working remotely can feel very intense too without the social side of work to provide light relief during the day. This course will show you how to polish your remote working techniques whilst keeping your mental wellbeing and good humour intact.



Course details

- One module with a multiple-choice questionnaire
- One CPD credit*
- Optional narration of the course module and questionnaire for accessibility
- Personalised downloadable certificate
- 70% pass mark
- Printable module for future reference

*1 CPD credit equals up to 1 hour of learning

Course content

Setting up your work area

- the ideal seating position
- your desk or table
- your screen
- your keyboard
- the screen image

Working with display screen equipment

- potential risks such as upper limb disorders or visual problems
- preventative measures such as planning breaks and stretching

Remote working skills

- establishing a routine
- good communication, including one-to-ones and team meetings
- privacy and security

Your wellbeing

- recognising stress
- asking for support
- socialising online
- finding a good balance

Support

- organisations offering wellbeing support
- websites and telephone helplines

This course is suitable for

Everyone working remotely, whether occasionally or permanently.

The ideal seating position

1a

It is recommended that:

- 1 You sit with a straight back.
- 2 You sit at a height which allows your lower arms to be horizontal when typing, with an approximate 90-degree angle at the elbow.
- 3 Your eyes should be at roughly the same height as the top of the DSE casing.
- 4 Your feet should be flat on the ground. If your feet do not touch the ground a footrest will be necessary.

If you sit too high or too low you will be forced to type with bent wrists or in a hunched or stooped position, which can cause discomfort in your wrists, arms, shoulders, neck or back.



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Key features

- Visually engaging and highly interactive.
- Interactive checklists to help you set up your work area and establish good remote working skills.
- Answer explanations for those who achieve the pass mark.
- Additional resources to direct you towards extra support and help with your wellbeing.

Your wellbeing

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What you are striving for each day is balance; balance between your work and personal life, between periods of hard focused work and tasks that need doing but are not too taxing, balance between sitting and being active.

Note down three things you will do each day that will help your wellbeing while working remotely.

Type here

1

Type here

2

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3



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Home icon

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Question 5

1 2 3 4 5 6 7 8 9 10

Short, frequent breaks are preferable to longer, less frequent breaks.

a) True

b) False



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Q5

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Why choose us?



“ The EduCare online training platform has provided our employees with a range of learning opportunities. The training modules are designed so that the information is easy to be consumed by the learner and overall, I would consider the EduCare package to be excellent value for money. ”

Jamie Forward

HR Business Partner, England Netball