



With the fast-paced development of Information and Communication Technologies **homeworking** has become of growing importance in the last years. The purpose of this e-learning is to **help adopt the best practices and attitudes** to work from home on a more permanent basis. By the end of this training the learner will be able to **understand** the challenges of work from home, **develop appropriate responses**, **collaborate and engage virtually** and be able to **hold a successful virtual meeting**.

1. Efficient Homeworking Environment



- Benefits and challenges
- Build acceptance of the new virtual reality
- Balance homeworking and private life
- Set up your home working space
- Forming new habits
- Set boundaries with your personal life

2. Collaborate and Engage virtually



- Virtual engagement considerations
- Principles for virtual engagement
- Important behaviors for a successful
- Communication strategies for virtual teaming and networking

3. Hold a successful virtual meeting



- Know your objective and group
- Choose a format and technology
- Translate methodology
- Deliver the virtual session
- Follow-up

4. Knowledge Check



- Randomized selection from a pool of questions. The participants will receive an individual certificate once the knowledge check is validated.