

## **WORKSHOP DETAILS**

This workshop addresses the realities of remote work, acknowledging its benefits like flexibility and reduced commute time, alongside challenges such as limited feedback and communication hurdles. Participants will learn skills for staying motivated, managing themselves effectively, optimizing time, organizing tasks, communicating efficiently, and overcoming common telecommuting challenges. By focusing on clear goals, the workshop aims to equip individuals with the tools to thrive in a remote work setting

## WORKSHOP OBJECTIVE

The participants will be skilled in remote work, mastering selfmanagement, time management, organization, communication, and problem-solving. They will stay motivated, manage time efficiently, communicate well with remote teams, and overcome common challenges, enabling success in a remote work setting.

## MODE OF LEARNING

Virtual Instru<mark>ctor-led – 4 ho</mark>urs online deliv<mark>ery.</mark> In-Person Workshop- 6 hours of in-person training