



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

## WORKING REMOTELY – 1 HOUR

### AUDIENCE

This one-hour workshop is suited to all staff who work remotely either full time or on a temporary basis.

Working remotely may seem like a great idea but employees also need to be disciplined in how long they work, their workspaces and keeping connected with their team.

### SHORT COURSE TOPICS

- Build a permanent workspace
- Setting up real work hours
- Discover your high productivity periods
- Make a to-do-list
- Do not start your workday in your PJs
- Take short breaks
- Check in with your co-workers frequently
- Stay off social media
- Set multiple alarms
- Create a rewards system

### LEARNING OUTCOMES

Participants will gain knowledge on how to work effectively from remote locations; how to recognise their most productive timeframes; setting up a comfortable workspace; staying connected with co-workers and how to be most effective working in this manner.



### COURSE DETAILS

#### Delivery

Our training course provides participants with an interactive session that includes group discussions, case studies, and question and answer sessions. Customisation is available and based on individual council requirements.

#### Delivery Mode

Peak Services delivers Virtual or Instructor-led training workshops inhouse at your venue.

#### Fees and Inclusions

Please contact Peak Services for further information on this course.

**Please contact Peak Services if you would like to discuss large group bookings for this course.**

**REGISTER NOW**  
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