

# Home working essentials

Duration: 40 minutes

More people than ever before have swapped their daily office commute for a shuffle down the hallway to a home-based workstation. It's certainly a cultural shift!

Trying to **establish a productive work routine** in the epicentre of our home lives can seem like an impossible task, but don't worry – this course is here to help.

**We'll provide some tips and advice on how to become an effective home worker.** You'll receive guidance on setting up your workspace, staying safe and secure, communicating remotely, and maintaining productivity while away from the office.

This course includes **practical guidance and advice** to help you work productively in your home-office environment.

When you finish the course, you'll be asked to demonstrate your understanding by completing a short assessment.

Objectives

**By the end of this course, you should be able to:**

- Recognise the characteristics of an effective home working environment
- Develop and maintain safe home working behaviours
- Maintain effective information security and data protection practices
- Understand the importance of good communication when working remotely
- Identify practical strategies to increase your productivity
- Recognise the importance of looking after your mental health and wellbeing

Topics include:

- Setting up your workspace
- Staying safe and secure
- Collaborating remotely
- Working well