



Working Successfully in Your Home Office

Description

More and more people are working from home all or part of the time. That has a lot of advantages, such as a better work-life balance and being spared the daily commute to work. At the same time, employees working from home also face major challenges. Many of the structures otherwise taken for granted are no longer there, and the easy, convenient contact with colleagues is also gone. The personal responsibility is greater—everyone is called upon to structure their working time, organize their workstation, avoid distractions and stay self-motivated. Learn how to do this in this practical training that includes many tips and transfer tasks for your everyday life working from home.

Target Audience

Employees who work from home all or part of the time

Learning Objectives

- Understanding the greatest challenges when working from home
- Using time effectively when working from home
- Designing your workspace in your home office
- Learning about the best ways to avoid distractions
- Staying self-motivated