

# Efficient remote working

Reshape your organization to maintain performance, well-being and team spirit in your hybrid work environment

**MODALITY**  
100% online  
training action

## Goals

- Adapt your remote working style to your personal profile and professional environment
- Increase your efficiency while working remotely by optimizing your organization and time management
- Create a work environment that prevents risks and improves quality of life at work
- Communicate with your manager and colleagues to maintain interaction and a team spirit in remote contexts

## Highlights

- Analyze your current practices to identify your personal remote working profile
- Compare different digital resources to increase the efficiency of both your work and remote communication
- ... to protect your well-being at work and your work-life balance
- Fun, practical activities to help you implement successful remote working.

 Estimated time: 12h

 Sessions: contact-us at +33 1 85 08 92 75

## Programme

### PART 1

**Get to know yourself and adapt your remote work style accordingly**

- Identify your personal remote working profile
- Identify good remote working practices and prevent risks
- Remind yourself of your rights and responsibilities as a remote worker
- Discover the essential qualities of a remote worker, and those which enhance productivity

#### Activities

- Identify your personal remote working profile and capitalize on your strengths
- Identify and deal with the risks that are most appropriate to your personal remote working profile

### PART 2

**Stay in control of your organization and time while working remotely**

- Discover the keys to dividing your tasks between remote and face-to-face work
- Practice planning out your "ideal" week
- Learn how to make the link between how you organize yourself and your motivation
- Reduce disturbance to allow for more productive days
- Manage your time wisely: prioritize, learn how to disconnect and avoid multitasking while remote working

#### Activities

- Plan out your typical week and put it into practice in your daily life
- Time for Spring cleaning at your home office !

### PART 3

**Combine remote working with mental well-being and calm**

- Create your optimal work environment
- Use ergonomics to create comfort and prevent risks
- Learn how to draw up an ideal remote working schedule around those in your household
- Identify the conditions required for a healthy work-life balance
- Manage your stress as a remote worker
- Use feedback to inform and alert

#### Activities

- Find the flaws in an unsuitable work environment
- Learn how to create clear transitions between your private and professional life

### PART 4

**Strike the right balance between remote and face-to-face work**

- Adapt your communication with your manager and your team
- Discover best practices for remote work: Written/verbal communication, synchronous/asynchronous communication
- Run and attend effective online meetings
- Maintain interpersonal relations, informal interaction, team spirit and cohesion

#### Activities

- Define both formal and informal communication rules with your manager
- Practice being assertive in writing

### Audience

For anyone who is or will be working remotely

### Prerequisites

No prerequisites are necessary to take part in this course

**Modalités d'évaluation :** un questionnaire est proposé à la fin de chaque module, ainsi qu'un examen final à l'issue de la formation.

*Last updated in August 2025.*