

Training for remote workers

Spring 2020 catalogue

**LEARN
JAM** >>>

Effective remote working

1-hour online session

£29 per person

Min. 8 people per session

Max. 20 people per session

Discounts available for group or volume bookings

Remote working can be just as effective as office-based working. But that doesn't just happen automatically. This course draws on LearnJam's 7 years experience as a fully remote team, sharing actionable insights that mean you and your team can reach maximum productivity and avoid the most common pitfalls.

By the end of this one-hour session, participants will have:

- Examined the common blockers to successful remote working, specifically related to productivity, collaboration and team cohesion;
- Explored tactics to overcome those blockers;
- Created an action plan to help embed new behaviours in their day-to-day work life to help make a success of remote working.

Three big ideas from the session:

1. Despite the myths, remote workers can be just as productive and happy as office-based workers. This course explains how and why.
2. Many of the inherent challenges of remote working can be turned into advantages if approached with the right mindset. This course explores that mindset.
3. Technology is vital to effective remote working, but you don't need to be a digital whizz-kid to make it work. This course makes sure you manage the tools, not vice-versa.



Effective remote meetings & workshops

1-hour online session

£39 per person

Min. 8 people per session
Max. 20 people per session

Discounts available for group or volume bookings

Remote meetings and workshops can be just as effective as in-person ones, but they present very specific challenges, whether you're a participant or the meeting leader. This course provides practical strategies and tools which you can put into practice straight away to make your remote sessions more productive and even enjoyable.

By the end of this one-hour session, participants will have:

- Examined some of the challenges of running effective meetings and workshops online – including technology, inclusion, focus and interaction;
- Developed a range of tactics to mitigate those challenges;
- Created an action plan to help embed new behaviours in their online meetings – both as a meeting participant and meeting chair.

Three big ideas from the session:

1. Most in-person meetings aren't presentations, which means your virtual meetings don't need to feel like webinars. There's a host of ways to interact with meeting participants to keep them engaged, focused and included. This course shows you how.
2. Technology problems can plague online meetings, but the kinds of problem are predictable and usually based on human error. This course shows you how to manage them.
3. "Remote distance" can erode trust and human connection, which can make coming to consensus or handling disagreements harder. This course shows you how to overcome this.



Leading remote teams

1-hour online session

£39 per person

Min. 8 people per session
Max. 20 people per session

Discounts available for group or volume bookings

Leading a co-located team well is hard enough; add distance, and even the strongest leaders can struggle to find their footing. This course draws on the LearnJam team's extensive experience of leading remotely and covers areas such as performance management and feedback, motivation, trust and team cohesion. Leaders will leave the session with a toolkit of techniques they can apply with their teams straight away to maintain high performance, even at a distance.

By the end of this one-hour session, participants will have:

- Understood the unique challenges of leading a remote team, specifically how distance impacts a leader's ability to be truly present and notice how their team is performing;
- Explored tactics to manage performance and maintain a strong, inclusive team culture at a distance;
- Started an action plan to help embed new behaviours in their day-to-day work life to help make a success of leading remotely.

Three big ideas from the session:

1. It's not enough to focus only on effective task collaboration and productivity; without an overt focus on culture and purpose, remote teams can fail. This course explores how to do stop that happening.
2. One thing great remote leaders do is make the implicit explicit. This course explores ways of doing that.
3. Creating an inclusive culture high in psychological safety is a priority for all leaders; however, with distance comes a greater risk of exclusion. This course examines how to mitigate that.



Productivity Toolkit

Three 1-hour online sessions

£89 per person

Min. 6 people per session
Max. 12 people per session

Discounts available for group or volume bookings

Do some or all of these problems sound familiar?

- A to-do list that only ever seems to get longer.
- An email inbox that's out of control.
- A diary so full of meetings and calls that you feel you don't have time to get any real *work* done.
- A constant stream of incoming information that it feels impossible to get on top of.
- Constant digital distractions and opportunities for procrastination.

We're already working hard, so just working harder isn't the solution – and it risks stress and burnout, which doesn't help you or your business. This course provides actionable strategies and techniques to help you to **work less and achieve more** by focusing more deliberately on how you spend your time, energy and attention.

By the end of this course, you will have learned a range of tools and techniques to:

- Improve productivity;
- Improve focus;
- Improve time management;
- Deal better with 'overwhelm' and conflicting demands on your time.





LearnJam is a digital learning agency

We design and deliver effective digital learning experiences for our clients' customers and employees. We can help you to develop digital learning products and content, and train you and your teams in workplace skills and digital product development.

To find out more, to book training sessions, or to discuss how we can help with your digital projects, contact us now at hello@learnjam.com

