

## Working From Home - Information for Managers

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**Duration** 20 Minutes

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**Target group** Health and Safety | Oil and Gas | Maritime | Aviation | Defence | HMS  
| Industry | Security | Wind | Construction

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**Prerequisites** No prerequisites are required to sit this course.

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**Objective** LO1: Differentiate between the terms 'working from home' and 'remote working'  
LO2: Recognise the key requirements for working from home, including risk assessment and security  
LO3: Explain the steps to setting up your day whilst working from home  
LO4: Describe ways of communicating with your team, and keeping them connected whilst working from home  
LO5: Explain the role of technology, and how to use it effectively during remote working  
LO6: Explain good practice in managing your team members' wellbeing whilst working from home  
LO7: Recognise the signs of stress or anxiety during times of home working

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**Contents** The purpose of this course is to provide managers with knowledge of best practice for managing a team of home workers.  
The course will cover some of the key requirements to successfully enable working from home, as well as information on enabling effective communication and managing wellbeing.

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**Exam** The assessment is taken during the course and is within the expected duration.