

PBSRDL010

Working From Home - Information for Managers

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.
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