



ADAPTING TO REMOTE WORK

A Virtual Class

ADAPTING TO REMOTE WORK

COURSE DESCRIPTION

Communication is essential as we adapt to the reality of working from home. Managers and employees need structure, assurance, and tools for managing change as we navigate the challenging task of doing our jobs differently.

This course helps both groups—managers and employees—adapt to remote work with efficiency and emotional intelligence.

ADAPTING TO REMOTE WORK

LEARNING OUTCOMES

For managers (half-day class)

By the end of this course, you'll be able to:

- Exhibit emotional intelligence through creative and more frequent communication and recognition
- Lead using change management principles to better support virtual workers
- Avoid burnout and set clear boundaries for yourself and your team

For employees (half-day class)

By the end of this course, you'll be able to:

- Communicate with your supervisor about deliverables in a healthy and clear way
- Tackle work-from-home challenges like time management and distractions in your environment
- Manage your stress levels and boost positivity in the face of uncertainty

Contact us for
scheduling and
pricing
information.

We look forward
to working with
you!

WWW.ALLISONHORAK.COM

(916) 417-1872

ALLISON HORAK
SPEAKER | TRAINER | COACH

