

# Don't let the difficult situation affect the quality and effectiveness of your work

Remote working isn't a new practice, but it is becoming more urgent than ever for enterprises in such situation that Covid-19 is spreading rapidly and has a huge impact on many businesses. Questions arising with remote working are:

- How to get comfortable and ready for a new effective remote working day?
- How to set a working space to boost the effectiveness of your remote work?
- How to manage your tasks, communicate and share information with colleagues and superiors quickly and effectively when working remotely?

Let's quickly equip yourself with new techniques to adapt to the changes and turn PROBLEMS into OPPORTUNITIES!



## BASIC SKILLS FOR REMOTE WORK

1 day

★ For all staff who are working remotely ★

### Objective

- Know how to build the foundation and acquire basic skills/techniques for remote work
- Communicate and share information with others effectively while working remotely
- Improve efficiency and maximize your ability while “work from home”

### Content

#### Part 1: Foundation for effective remote work

- Implementation of checklist
  - ✓ Working space
  - ✓ Equipment, device for remote working
  - ✓ Supporting tools
- Working motivation and attitude

#### Part 2: Process of effective remote work

- Clarify target
- Make plan
- Break down and decide deadline for small tasks
- Agree on communication channels/frequency
- Agree on tools/methods/time of progress and result report with superior

#### Part 3: Effective communication for remote work

- Warm up/Sign in
- Join a meeting effectively
- Ensure quality of communication
- Report and discuss arising issues with superior

#### Part 4: Action Plan

※ The above content is subject to change without prior notices



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