

Home Working Essentials

NEW ONLINE TRAINING



This is an e-learning course.
Registration on this course will last 12 months.

£17 + VAT per delegate

Brief Overview of Course

This course includes **practical guidance and advice** to help you work productively in your home-office environment.

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

- Recognise the characteristics of an effective home working environment
- Develop and maintain safe home working behaviours
- Maintain effective information security and data protection practices
- Understand the importance of good communication when working remotely
- Identify practical strategies to increase your productivity
- Recognise the importance of looking after your mental health and wellbeing.

This online course takes 40 minutes to complete.

To Book: Complete the standard EALC booking form and send to **training@ealc.gov.uk** who will then register you with Nimble. Once processed you will receive joining instructions and your Council will then be issued with an invoice.