WORKPLACELESS

Webcast   Introduction to Effective Remote Work
Differentiating between Sudden and Sustainable

Summary
This webcast will explain the fundamental differences between sudden and sustainable remote work, and the essential skills and practices needed to succeed in both situations.

Objectives
1. Recognize the **differences** between sudden and sustainable remote work.
2. Determine strategies for immediately improving three competency areas critical to remote work success: **Focus**, **Communication**, and **Productivity**.
3. Identify a **plan** for leveling up to sustainable remote work.

Optimize this Experience
- Pause distractions as much as possible.
- Focus on the presentation.
- Reflect on your own experiences.
- Participate.
- Choose tiny actions to improve remote work skills.
- Share what you learn.

What is one thing you want to get out of this presentation?

What are some of the differences between unexpected remote work and sustainable remote work? Why are these differences important?

How do I focus when there's so much going on?

Remote Work Competency	Definition
Focus	Ability to focus attention in a distributed environment, among distributed tasks and demands.

What's on your mind right now?

What are your biggest challenges when trying to focus?

One Tiny Action (#OTA)

What's one thing you can do today to improve your focus?	**What's one thing you can do today to help others improve their focus?**

Level Up: Create a Boundaries Agreement

How do I communicate with my coworkers?

Remote Work Competency	Definition
Communication	Ability to effectively interpret and convey messages in all modes (interpretive, presentational, interpersonal), both synchronously and asynchronously.
Channel & Mode Switching	Ability to choose appropriate communication channels in a remote setting.

What channels do you use for communication?

What are your biggest challenges when communicating?

One Tiny Action (#OTA)

What's one thing you can do today to improve your communication?	What's one thing you can do today to support others in improving communication?

Level Up: Create a Communication Charter

How am I going to get my work done at home?

Remote Work Competency	Definition
Productivity	Ability to comprehend and meet expectations for performance and productivity in a distributed environment.
Autonomy	Ability to proactively carry out work and communication using critical thinking and problem-solving.

How is your performance measured?

What are your biggest challenges when it comes to productivity?

One Tiny Action (#OTA)

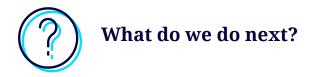| What's one thing you can do today to improve your productivity?	What's one thing you can do today to support others in improving productivity?

Level Up: Update Performance Expectations

What do we do next?

Which of these areas do you think your company needs to address the most in order to support sustainable remote work?

MINDSET

INFRASTRUCTURE

EDUCATION

One Tiny Action (#OTA)

What's one thing you can do today to move toward sustainable remote work?	What's one thing you can do today to support others in moving toward sustainable remote work?

RESOURCES

Blog posts:

Preparing for Emergency Remote Work

Preparing for Emergency Online Learning

Kid Approved! Tips to Get Work Done from Home

Supporting Psychological Safety and Culture in the Midst of Emergency Remote Work

Learning Experiences:

Unexpected Remote Work

Workplaceless Remote Work Certification

Leadplaceless

Trainplaceless

Program brochure (including Workshops)

Webinar:

Optimal Learning & Development Strategies for Remote & Hybrid Teams

Other:

Remote Work Dictionary (App)

Remote Work Competency Model

Remote Readiness Assessment (for Businesses)

Remote L&D Planning Guide

Tools:

MURAL for virtual collaboration and whiteboarding

Klaxoon for engaging online meetings

Freedom to block distractions

Krisp.ai to block background noise in video calls

Caveday for focused, deep work sessions