# THE QoE

## Managing employees temporarily working at home

An interactive online course to help you manage office-based employees who need to work at home for an extended period.

Learn how to maintain focus, productivity, and wellbeing by identifying common problems. Introduce early and effective interventions.

Get expert support and advice from our QoE Pro Team

Duration: 8 days

Commitment: 2 hrs per day

Date: Please visit our website

Cost: £625 per person

Outcome: A fully developed action plan for managing employees temporarily working at home

Planned remote working can unlock productivity, create happier staff, reduce environmental impact and create sustainable businesses.

But if you suddenly have to manage employees working from home, how do you do it? And how can you avoid many of the common problems?

### What does the course cover?

Our short course helps you learn how to

- manage your employees at a distance
- build a different type of trust
- align expectations to maintain or increase productivity
- help your team communicate effectively in a very different environment
- support everyone's wellbeing and mental health
- tackle common video conferencing technical issues

And, perhaps unsurprisingly, we do it remotely.

If temporary home working is an issue for you and your people, we can help and would love to hear from you. Please contact Tony Reeves from The QoE Pro team to book your place. tony.reeves@theqoe.com

## How does it work?

### Day 1: Introduction and exploration

Our course starts with a 2 hour Zoom session in which we explore the specific issues you may face and define your key priorities for managing home working employees.

### Days 2 and 3: Coaching and interviewing

Working with each individual participant to create practical approaches that support your key priorities.

Introducing coaching techniques that allow you to learn more about individual employee concerns.

Developing strategies that align your approach and expectations with employee needs and preferences when working at home.

### Day 4: Removing barriers

A 1 hour interactive progress session where we examine the issues you have uncovered and provide guidance on tackling potential barriers to success.

### Days 5, 6 and 7: Developing your action plan

We provide individual support to help evolve your action plan, and develop practical approaches to its delivery.

### Day 8: Present and test your strategy

The course concludes with a 2 hour group session during which each participant presents their action plan and receives group coaching from The QoE Pro Team.