# COVID-19 -PUBLIC SECTOR REMOTE WORKING ESSENTIALS

TIPS, TOOL AND TECHNIQUES FOR OPTIMISING YOUR WORK FROM HOME ENVIRONMENT AS A PUBLIC SECTOR PROFESSIONAL

# 15 JUNE 2020

ONLINE DELIVERY

## EXPLORE

- Discover ergonomic and privacy essentials for Public Sector employees
- Explore the implications of redeployment and develop strategies for managing a changed workload
- Develop frameworks for effective virtual communication and connection
- Combat isolation and burn-out, while maintaining work-life balance and productivity

## **EXPERT FACILITATOR**



Dr Karen Whittingham Director Impact Psychology Pty Ltd

## ONLINE DELIVERY

This event will be delivered live with the assistance of Video Streaming technology to allow delegates and speakers to participate and interact from their office, their home or wherever they may be.





## **ABOUT THE EVENT**

These are uncertain times, and the Australian government has had to adapt rapidly to the new challenges presented by the evolving COVID-19 pandemic.

The public sector is open for business and, while you are continuing to deliver essential services to the community, the way you work has changed. Working from home is the new norm, but what does this really mean for your workforce on a day-to-day level? What does this mean for productivity, communication, work culture, and your mental health and wellbeing? And even after your home office is all set up, what are the long-term impacts of remote working you may not have considered yet?

This interactive virtual workshop has been designed to equip you with the skills, strategies and technical know-how to optimise your and your team's work-from-home environment, and structure your day for peak performance and productivity.

Working with a range of high profile ASX listed companies, Government departments, and leading NFP organisations, international speaker, coach and author, Karen Whittingham works with organisations and individuals to tailor flexible and agile work strategies and training to meet their business needs. Karen will be sharing her unique experience and expertise, providing you with tips, tools and resources to go from surviving to thriving in a work-fromhome environment.

# YOUR FACILITATOR

Karen is one of Australia's leading executive management development specialists who has worked with thousands of executives to transition them into senior leadership roles quickly and effectively. She is an Organisational Psychologist passionate people's success and facilitating their careers to rise. She teaches Organisational psychology at UNSW and works with ASX listed companies and large public sector organisations to drive engagement, inclusion and performance.



Dr Karen Whittingham Director Impact Psychology Pty Ltd

# DAY ONE

In this full-day, interactive workshop, Karen will walk you through how to craft your daily schedule for peak productivity and plan meaningful breaks to avoid burnout. You'll learn how to collaborate with remote coworkers, including how to use virtual meetings productively, and gain tips and tools for overcoming the unique challenges public servants face when working from home.

## Ergonomic and privacy essentials for Public Sector employees

- Assess your home office environment and set up a private workspace where possible
- Discover strategies to improve focus and get into flow state while working remotely
- Develop awareness of the security value of the information you are accessing

# Productivity and workflow strategies to manage your workload

- Explore the implications of redeployment and discover tips for taking on new work
- Develop productivity strategies for managing a changed workload
- Tackle task uncertainty and develop a healthy working rhythm to limit distraction

# Communication and connection frameworks for remote workers

- Define expectations around communication while remaining responsible
- Develop strategies for managing conflict with teammates while working remotely
- Build the fundamentals for effective and secure video meetings and etiquette

# Mental Wellbeing and support through uncertainty

- Understand work-life balance and how to maintain it while working remotely
- Build strategies for combating feelings of isolation and burnout
- Schedule regular catch-ups, ask for support and stay connected

## WHO WILL ATTEND?

Public Sector professionals looking to unlock productivity while in the home-office environment: • Officers

- Senior Officers
- Principal Officers
- Advisors
- Analysts / Specialists
- Coordinators
- Office Administration

## **COVID-19 - Public Sector Remote Working Essentials**

#### 15 June 2020

### **Online Delivery**

# **Booking Form**

Event Reference: WRPS0620A - O Priority Code: I

#### **i**) **Registration Information**

Orgai	Organisation Name						
Addre	ess			Suburb		State	Postcode
Book	Booking Contact Information						
Title		Full Name	Position	Email		Phone	
	Del	egate Information					
#	Title	Full Name or TBA		Position			Email
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#### \_) Your Investment

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Options (per person) Qty			Value Plus Rate Register and pay by 15 May		Super Saver Rate Register and pay by 22 May	Early Bird Rate Register and pay by 29 May		Standard Rate	
	Worksho	qc	\$995 + G8	ST = (\$1094.50)	\$1095 + GST = (\$1204.50)	\$1195 + GST = (\$1314.50)		\$1295 + GST = (\$1424.50)	
	Discounted off s	tandard rates :	Save ι	ıp to \$300	Save up to \$200	Save up to \$100 All		Prices listed in Australian Dollars	
	Group Discounts Available:	<b>10% off</b> Standard Rate Team of 3 - 4	<b>15% off</b> <b>Standard Rate</b> Team of 5 - 7	20% off Standard Rate Team of 8+			TOTAL incl GST		

Conditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Value Plus, Super Saver and Early Bird rates Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts. Note: Course materials included. Registration Options are per person only.

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Credit Card	Credit Card Details - Please charge my credit car           Card Type         Visa         MasterCard         Arneedit	Electronic Funds Transfer (EFT) Please transfer funds directly to: - Westpac Account Name: Liquid	
Cheque (payable to Liquid Learning Group Pty Ltd) Electronic Funds Transfer	Note: 2% surcharge applies to American Express	Learning Group Pty Ltd BSB: 032 002	
Please invoice me:	Card Number	Account No: 407 273 SWIFT Code: WPACAU2S	
Purchase Order No. #	CVV Full Name as on card		Amount
	Cardholder's Contact Number	Signature X	Please quote ref WRPS0620A - O and registrant name
Ø Authority		Authorising Manager's Details: T	his registration is invalid without a signature
Name	Position	Phone	

### Email this form to: registration@liquidlearning.com.au or Call us on: +61 2 8239 9711

Signature

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Date

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