

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.

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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 well-being? 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-from-home 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.



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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

