

COURSE OVERVIEW

Essentials of Homeworking

TIBG-104



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Permanent homeworking is now a recognised and sustainable model that offers flexibility, productivity gains, and wellbeing benefits for both employers and employees.

This course explores the essential practical aspects of remote work, including legal considerations, effective communication strategies, and performance management. Learners will gain actionable insights into setting up efficient work practices, maintaining boundaries, and fostering collaboration across distributed teams. Whether you're an employee adapting to remote work or an employer shaping policy, this course provides practical tools to support success.

Module 1: The benefits of homeworking

Homeworking offers flexibility for employees and cost savings for employers.

- The benefits of a flexible workplace model
- Advantages for the employee
- The right to request flexible working
- Sustainability considerations

Module 2: Safety and Wellbeing

Employers remain legally responsible for the health and safety of home workers, just as they would for staff on company premises.

- Homeworking health and safety
- Wellbeing whilst homeworking
- Insurance
- Policies and Procedures
- Personality Suitability

Module 3: 7 Tips

Remote team management requires new approaches to planning, delegation, and goal setting, and when done well, it boosts efficiency, cuts costs, and helps managers grow as leaders.

- Planning
- SMART
- Keep on Track
- KISS
- Nurture for success
- Adjust and succeed
- Developing remote staff

Module 4: The benefits of homeworking

Homeworking carries risks, including isolation, stress, poor ergonomics, and blurred boundaries between work and personal life, all of which can impact health, safety, and productivity.

- How to mitigate against common risks
- Being alert to domestic abuse
- Being alert to cyberbullying

Suitable for:

Everyone in the business either works from home or manages or supervises homeworkers.

Skills achieved:

- Homeworking (Basic)

Related Resources:

- Homeworking Risk Assessment
- Homeworking Sustainability Assessment
- Homeworking Operational Assessment
- Homeworking Audit

Benefits:

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

Estimated Time:

85 Minutes

Related Courses:

- Lone worker
- Are you the target?
- Essentials of Cyber Security
- Effective Time Management