

## Online-Workshop 3: Self-organisation in the home office (OW3-SOH)

**ID** OW3-SOH **Price** CHF 240.—(excl. VAT) **Duration** 3 hours

### Who should attend

All employees and superiors who work from the home office or in decentralized structures.

### Course Objectives

The participants

- can organize themselves independently in the home office
- design your electronic workplace in a functional way
- optimise work processes and their daily work routine autonomously on site
- support their own work activities in the home office with methodical procedures
- create a high level of work productivity and reliability independent of time and place.

### Course Content

- Topics of digital self-organisation
- Time and work planning in the home office everyday life
- Autonomous process optimization in the home office
- Organization at the online workstation
- Prioritization and delegation of tasks

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### Training Centres worldwide



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