



## REMOTE CTRL MASTERCLASSES

### AND MANUAL FOR EMPLOYERS

The material developed in IO 1 will provide employers, business owners and managers with the tools they need to allow them to adapt to remote working practices within their business and to adapt their business model accordingly. A series of eight time-bound master-class sessions will be supplemented by a toolkit of digital learning resources, including video lectures, simulations, practical tip-sheets, checklists and case studies to adapt their business model to a remote working environment. The Manual will be available as an interactive PDF as well as an offline version, through the MOOC. The masterclass sessions will address the following 8 topics, identified through a training needs analysis:

- Types, Prevalence, Benefits and Challenges of Remote Work;
- Communication and Collaboration in Remote Work;
- Personality and Remote Working;
- Leadership and Emotional Intelligence in Remote Working
- Trust and Expectations
- Digital Tools
- Well-being.
- Sustainability

## REMOTE WORKING TOOLKIT

### FOR EMPLOYEES

The needs of employers and employees in remote working are quite different, and the proposed toolkit will support employees to manage successful remote careers. It will provide a complete suite of resources which addresses the issue from a holistic perspective. 18 Remote Career Planning Resources will comprise 3 core areas selected by partners, namely:

- 1) Skills for remote working readiness - PREPARE;
- 2) Skills for remote job seeking - SEARCH;
- 3) Skills for remote job retention - SECURE.

The proposed resources will comprise a short video presentation; a factsheet with access to further resources and a learner handbook which will include a copy of the script and PowerPoint used in the video presentation and a set of self-reflection exercises for adult learners to complete to improve their career planning skills.

The learner handbook will be presented online as a downloadable PDF and also as a flip-book for online learning, but also will be available online through the MOOC in all partner languages

