



Remote Work Planning Webinar

Key Lessons



Presented by:

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CSPN will kick off all of our live webinars with a facilitator introduction, best practices, and Rules of Engagement for successful presentations. Our sessions consist of 60% theory and 40% interaction.

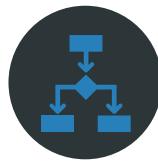
WEBINAR 1: REMOTE WORK PLANNING

This webinar will address remote working environment concerns raised by COVID-19 and focus on how employers can continue to create an inclusive, effective work environment during this difficult time.

Learning Outcomes



Ensure people stay safe and healthy in the work environment



Maintain focus on outcomes as we drive forward



Continue to be inclusive in our ways of working and decision making.



Maintain pace and efficiency of all team members



Provide transparent two-way communication at every step

Testimonials



“The topic was timely, and Jessica was awesome. A lot of material covered in 1 hour! I appreciate CSPN hosting this webinar. Thank you!”

“Fantastic session. The resources shared are super helpful. Thank you.”

“This session was very timely, and I got a lot of good information from this session to use moving forward during these uncertain times of remote working.”



High Level Agenda

Topic Covered	Activity	Total Duration
Kick Off		5 minutes
Module 1: <ul style="list-style-type: none"> • Program Team Effectiveness • Empowering your Employees to Work Differently • Setting Up for Success 	Group Discussion: What is Your Organization Doing to Maximize Effectiveness and Incorporate Accountability?	20 minutes
Module 2: <ul style="list-style-type: none"> • Enabling Your Community • Remote Communication and Collaboration • Setting Expectations 		20 minutes
Module 3: <ul style="list-style-type: none"> • Putting it into Practice • Tips and Additional Resources • Meeting Virtually 	Group Poll: What Tips Are You Currently Using That Are Most Effective?	20 minutes
Module 4: <ul style="list-style-type: none"> • Team Operating Norms • Readiness Checklist • Proposed Meeting Cadence 	Group Share: Personal Remote Working Best Practices	20 minutes
Webinar Recap		5 minutes

Reach CSPN

For more information and resources to support you and your organization, contact us at:



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**A SNEAK
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Virtual Webinar Series



Presented by:
Corey Atkinson