

## The agile team – working in a remote and flexible environment

*A half-day workshop*

'Agile working' describes a world of work without fixed times and places to work from; freed up by a combination of smart technology, digital working practice, life/work balance and wellbeing approaches; and responsive to external demands from stakeholders such as customers and Government.

It sounds wonderful, doesn't it? But how can you make it work in practice?

This half-day workshop will help you adapt to the new ways of working, ensuring that you enjoy the benefits without paying the price in terms of additional stress.

### Learning objectives

- To understand remote working and the new ways of working this requires
- To discuss and address the benefits and challenges
- To discuss and draw up an agreement as a team for how we will work to achieve effective ways of working from remote settings
- To learn ideas and good practice for a remote working environment
- To produce an action plan

### Audience

This session is appropriate to all types of team. It can be tailored to help teams work within specific behavioural frameworks such as organisational values.

### Format

A practical half-day workshop (three hours) for a group of up to 12 people.

### The expert trainer

Amanda is always the first port of call for public service and VCSE clients. She is an extremely popular trainer, facilitator, coach and consultant with an in-depth understanding of what it means to work in the public and VCSE sectors.

### Session overview

#### 1 Welcome, aims and introductions

- Learning objectives

#### 2 The benefits and challenges of working remotely

- What is involved?
- What are the benefits and challenges?

#### 3 The four key elements of remote working

- Location
- Time
- Workload
- Communication

#### 4 Making the best of remote working

- Personal and team responsibilities
- Behaviours
- Life and work balance

#### 5 How we will communicate effectively

- Exemplar actions in a virtual work space
- Effective use of technology and different methods of communication
- Being a 'team' and building trust when we are not together
- Support and resilience

#### 6 Hints, tips and ideas for managing life and work remotely

#### 7 Action planning

- Review
- Personal action planning