

# Working remotely



Work is not a place you go to - it is what you do. Out of necessity, remote working has now become common practice for many businesses. Working from home is different. Even though your work responsibilities do not change when you go from working in an office building to working from home, how your work gets done will be different, as are the distractions and obstacles. This pathway will explore the complexities of working remotely and provide you with the tools to know what you need to do to be a successful remote worker.

We have a role to play in supporting each other's and our own mental health and wellbeing while working from home by:

- staying connected
- recognising and managing anxiety
- maintaining work/life balance under new and challenging circumstances
- finding new ways to stay focused and motivated and avoid new distractions

To help individuals and workplaces upskill and expand their capabilities to thrive in this environment, the Suncorp Learning Campus provides online access to thousands of training resources, sourced from the best content providers in the world.

## Working from Home

by Sentrient  
(15 minutes)

**Course overview:** This course will help you prepare to work from your home if you are new to working from home or if you work from home as part of your regular working week. It explains the key considerations when working from home, how to identify and report risks and hazards when working from home and gives you the tools to maintain productivity, motivation and a positive mindset.

## 10 Minute Working from Home

by Learning Planet  
(10 minutes)

**Course overview:** This 10 minute video explains five areas you can work on to give you a successful working from home (WFH) experience. This video is suitable for both employees and employers for tips and ideas.

## Being Productive When Working from Home

by Vado  
(10 minutes)

**Course overview:** It takes effort to be productive, and more often than not, it takes planning and preparation too. This is especially true when you telework, even if it's only part time. This course will help you know what you need to do to be a successful and productive teleworker.

## Working From Home: Top Tips

by Mind Channel  
(6 minutes)

**Course overview:** In this module we'll look at some tips for effective remote working. We'll cover how to set up a a productive work from home routine and create an inspirational workspace in your home.

## Staying Focused When You're Working From Home

by Mind Tools  
(6 minutes)

**Course overview:** Learn how to get more done when you're working from home by controlling the conditions, dealing with distractions and developing a sharply focused frame of mind.

## Working From Home Module

by GRC Solutions  
(10 minute)

**Course overview:** Working effectively from home is more than just making a cup of coffee and sitting down in front of the home computer. With the current environment we may all be working from home for an extended period of time, so it's important that we get it right. Businesses have an obligation to ensure their staff are safe and healthy when working from home.

## Working From Home For Employees

by The Big Camvas  
(20 minutes)

**Course overview:** Regardless of whether this is a choice or a necessity due to crisis situations, working from home, or away from the office is increasingly the new normal. This short interactive course provides you with information on your responsibilities and tips on how you can work productively, safely and effectively when working from home.

## Take Small Steps & Tap Your Motivation

by Creative Live  
(18 minutes)

**Course overview:** Eat better, move more and stress less, with a little help from science. You know you want to make changes to your lifestyle and live healthier. So what's stopping you? In Designing a Healthy Lifestyle with Wisdom Labs, you're in for some good news: you don't need to work harder to live better, it is more a matter of design.

## Emotional Intelligence - Improving Your Self-Motivation

by Skills Hub  
(3 minutes)

**Course overview:** Self-motivation is the driving force behind anything you do. If you learn how to improve your self-motivation, there won't be anything you can't do. Join this course and learn how to keep your self-motivation high.