

## Be Productive Working from Home

Being productive can help boost work life balance and wellbeing as it helps reduce stress and anxiety. Balance is particularly important as people continue to work at home within the hybrid model.

In this training session we provide simple, practical tips on how to be productive working from home.

### Training Objective

The objective of the training is to motivate participants so they can make small practical changes to take control of their busy days and boost their productivity.

### Topics

The session includes the following topics:

1. What does it mean to be productive in your role
2. Tips for juggling work and home responsibilities
3. How to take control and manage your use of time
4. How to prioritise your work
5. Creating the best plan to get things done in your home environment
6. How to manage distractions working at home

### Presenter

This training course is delivered by Productivity Consultant Moira Dunne, the co-founder of beproductive.ie. Here is a link to Moira's Bio: <https://beproductive.ie/about/>

### Format & Duration

This 0.5-day course can be delivered online or in person. For online delivery, the session can be split into two modules.

To maximise engagement, we invite participants to reflect on their Productivity and Time Management requirements by completing a short form in advance.

The format of the course includes:

- Introductions and requirements from the group
- Presentation of Productivity Tips and Strategies
- Group exercises, discussions and questions throughout
- Individual Planning Exercise to capture key learnings and actions identified

Participants can send any outstanding questions to Moira by email for 30 days post training.

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## Resources

We provide a range of resources to help participants implement what they have learned within their roles. This includes Wellbeing templates, blogs and tips cards.



## Indicative Training Fee

The fees for a 0.5-day session are:  
€700 online, €750 in-person

- ❖ *All training includes a Reference Guide, Wellbeing Resources and email access to Moira Dunne for questions post training.*
- ❖ *No VAT applicable*
- ❖ *Any repeat booking by a client receives a 10% discount*
- ❖ *Training delivered outside Dublin will include travelling expenses.*