**Self-directed learning activities A1.1.**

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| **Toolkit Topic** | Introduction of remote work | | |
| **Activity Title** | The checklist task | **Activity Code** | A1.1. |
| **Type of resource** | Activity sheet | **Type of learning** | Self-directed learning |
| **Duration of Activity** | **30 minutes** | **Learning Outcome** | Acknowledge potential barriers for remote work and process them in a way that leads to confidence and the ability to overcome them. |
| **Aim of activity** | The aim of the activity is for the learners to be able to identify tasks previously performed in person and think about how can transform the task into a remote system. | | |
| **Materials Required for Activity** | Pens and note-taking materials for participants.  Annex 1 | | |
| **Step-by-step instructions** | To implement this activity, the facilitator should introduce the following steps:   * Step 1 – Read annex 1 and answer the questions | | |

**Annex 1: The checklist task**

Your company started working remotely this month. Try to think of a task in your work, previously performed in person and answer the following questions, by moving the task to a remote system:

Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| In what format must it be delivered? |
| By what method must it be delivered? |
| What is the deadline? Are there milestone deadlines? |
| Who will evaluate the work, and by what criteria? |
| Who is the contact for technical questions? For management questions? |
| What is the best method of contact? |
| What is the basic expectation? (Daily report, weekly check-in?) |
| Whom will you be working with? |
| What software is need it to create the deliverable? |
| Is it required training for the task? |
| How is the process of managing problems that may arise during the task? |

**Self-directed learning activities A1.2.**

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| **Toolkit Topic** | Introduction of remote work | | |
| **Activity Title** | Remote work together | **Activity Code** | A1.2. |
| **Type of resource** | Activity sheet | **Type of learning** | Self-directed learning |
| **Duration of Activity** | **30 minutes** | **Learning Outcome** | Reflect on how managers can improve and transform the remote employee experience at their company. |
| **Aim of activity** | The aim of the activity is to promote the reflection on the importance of best practices in managing remote teams. | | |
| **Materials Required for Activity** | Pens and note-taking materials for participants.  Laptop  Videos | | |
| **Step-by-step instructions** | To implement this activity, the facilitator should introduce the following steps:   * Step 1 – See the 2 ted talks * Step 2 - Reflect on the following questions: * For you what the most important moments are in managing teams in a remote environment? * As a manager, are your values showing through? And if not, what can you do? * How can improve the management of your team? | | |
| **Handout** | Video 1: [Matt Mullenweg: Why working from home is good for business | TED Talk](https://www.ted.com/talks/matt_mullenweg_why_working_from_home_is_good_for_business/transcript?language=en)  Video 2: [Managing Cross Cultural Remote Teams | Ricardo Fernandez | TEDxIESEBarcelona - YouTube](https://www.youtube.com/watch?v=QIoAkFpN8wQ) | | |