# WR1 – Introduction to Module 1: Working Remotely

Welcome to the working remotely module, so you can be connected, even while you're working apart.

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I'm Dr Sue Mitchell. I'm the Director at Aeona, which is an award winning leadership and executive coaching company. These modules are being made for the college development network to support college staff work more effectively when they or their colleagues are working remotely.

This is the first of a three module series on working remotely, managing remotely and leading remotely this module contains nine videos, a transcript of each video, and four documents. There's a worksheet on managing your environment and space. Notes for vanquishing the time vampires and managing your time, and a worksheet on managing your time and energy, and also a worksheet on creating your social and behavioural structure that will support you to be more effective while working remotely.

This video is introducing the module. The second video is an introduction to working remotely, whether you are working remotely yourself from the office, or whether you're working in the main office, and you're collaborating with colleagues or team members who are working remotely, or you're collaborating with other people who work in different colleges or offices in other locations.

In video three, we will look at the challenges of working remotely, and in video four we start looking at tips for being more effective, firstly through managing the physical structure and boundaries of your workplace or at home. In that video four we're looking at your physical space and environment, and in video five, we're looking at managing time. In video six we start looking at the social and behavioural structure that you can create, starting with your routines, then managing expectations in video seven, collaborating with colleagues in video eight and managing your relationships while you work at home in video nine.

Now that you have an idea of the structure of this module you are ready to get started. We'll catch up in the next video two, introduction to remote working.

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