

WORKING REMOTELY



Course Information

Course Name	Working Remotely
Course Designer	World Wide Industrial & Systems Engineers
Course Category	Cyber Security
Course Duration	128:30 Minutes
Cost of Course	R2 500 per delegate (excluding 15% VAT)

Course Overview

Designed specifically for remote workers, this interactive module details networking essentials and best security practices to help keep remote personnel secure. This interactive module shows learners how to implement many of the same network protections at home that IT staff use at the office as well as introduces common information security risks found when traveling abroad

Working Remotely	
Who Should Attend?	• Individuals in every industry such as healthcare workers, managers, educators, manufacturing industry, government, military and executives
Course Objectives	By the end of the course, the learner will be able to: • contribute as a virtual team member • encourage team communication and collaboration • face virtual team challenges • maximize ones productivity by managing time and tasks • overcome virtual team conflict • organize your physical and digital workspace • reach goals using perseverance and resilience • stay balanced in a shifting world • effectively manage stress • write effective e-mails and instant messages
Benefits	• Less commuting time. • More autonomy. • Greater flexibility. • Better work–life balance. • Higher productivity. • Increased motivation. • Reduced staff turnover. • Reduced need for office space

Course Content	
Course Modules	1. Need to Know: Working Remotely 2. Working Remotely 3. WORKed Episode 10: Travel Stories 4. Securing Home Networks and Devices 5. International Travel Security 6. Working Remotely for Managers 7. Working Remotely for Executives 8. Working Remotely for Healthcare Professionals and Providers 9. Working Remotely for Healthcare Executives 10. Working Remotely for Healthcare Managers 11. Working Remotely for Financial Institutions 12. Working Remotely for Educators

Certification	• Certificate of attendance
Assessments	• N/A

About WWISE

Who are we?	World Wide Industrial & Systems Engineers (WWISE) is an ISO consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental, Risk and Quality (SHERQ) management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business and Project Management.
What do we do?	Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes: • ISO and SHERQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001 and ISO 45001 standards. • Integrated Management Systems development whereby we integrate several business systems and quality management solutions into a single management system to comply with various quality and safety standards. • Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business and Project Management to meet the job responsibilities and expertise requirements of International Standards. • ISO and Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors. • Customised web-based solutions integrating current systems to be in line with ISO requirements We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training and auditing.