

**2020 readiness toolkit**



# Managing Self in Times of Crisis©

**Online program**

The program helps employees navigate more effectively the new professional and personal context, touching on relevant topics such as stress management, working from home, and working with others in a virtual environment.

## Objectives

- Apply strategies to manage physical and emotional stress, both short and long term
- Practice planning and prioritising when working from home
- Apply strategies and tactics to deal with interruptions and maintain motivation and energy
- Define the key behaviours and best practices of working in virtual teams
- Practice the essential toolkit of efficient communication in a virtual environment
- Understand the challenges of an all-remote environment and devise ways to overcome them

## Objectives

A program based on three pillars, addressing the key topics of stress management, teleworking effectively and working in virtual teams, delivered as 2-hour online workshops. There is the option to organise them as stand-alone interventions or in sequences of two or three workshops.

## Agenda

- **Stress management** – the workshop gives participants the opportunity to tap into their personal sources of energy and motivation and offers techniques and practical advice to channel stress for better results and a more balanced life. It is structured on 3 pillars – mind, body and energy – and includes activities that address these areas specifically and the connection between them.
- **Teleworking effectively** – the workshop addresses the key aspects and challenges of managing the work-life balance in an all-remote environment. It provides an overview with practical tips and tricks of the areas that the individual can control directly in order to work more effectively from home.
- **Working in virtual teams** – the workshop gives participants the opportunity to define and share the best practices of collaborating in an online environment. Areas tackled: running effective virtual meetings, overcoming the limitations of technology, balancing the human and the pragmatic factor.

## Logistic details

Duration: **2 hours workshop**

Number of participants: **6-12**

## Technology:

- Zoom – easy to use, interactive, visual; breaking rooms for group work, chat
- Mentimeter – for brainstorming and polling
- Facebook closed group – for follow-up



Do you have questions about us?  
Looking for solutions for your organisation?

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