



Managing Virtually and Remotely for Local Authorities

Course Programme

10:00 - 16:00

Time	
09:45 - 10:00	Registration Technical Check
10:00 - 11:00	UNIT 1: The Principles of remote, lone and virtual working Who are lone workers and where do they work? Lone Worker Policies Managing risks - on site, in the community, and at home. Health & safety - driving alone, violence, use of equipment Contractors & self-employed workers Stress & other health factors
11.00 -11.15	<i>Comfort Break</i> UNIT 2: Risks and Opportunities Equalities and language barriers Risk, resilience & reporting The twelve warning signs of health Resilience: Addressing loneliness & isolation; building on inner resolve Opportunities for new ways of working; developing new skills
12:30 -13.30	<i>Lunch Break</i> UNIT 3: Time & Productivity Agreeing and monitoring outputs and outcomes. Creating structure; the role of technology Setting and communicating goals Making time matter - chunking and buffers
15.00 - 15.15	<i>Afternoon Break</i> UNIT 4: Communicating & Influencing

Two-way communication
Communicating your action plans
Supervision and monitoring – staying in touch
Articulating the key messages
Influencing Stakeholders
Final Q&A session

16.15 – 16.30

Evaluations, Certificates and Close

Trainers

Fiona Sutton-Wilson - Head of APSE Training

Fiona Sutton-Wilson has responsibility for APSE's training arm. As the Head of APSE Training, Fiona oversees and develops programmes which enrich both professional and personal development through the knowledge, skills and aptitudes which underpin modern, flexible, local government.

Fiona is an experienced trainer and facilitator, with more than 28 years' experience of working across the public sector. She has managed a number of projects and programmes which support local authorities meet rising demands through collaboration, commissioning, leadership development and research and intelligence. Fiona is qualified in Prince2 and MSP (Managing Successful Programmes). She gained a DMS (Post-graduate Diploma in Business Administration) from Leeds Business School, a PGCE in Secondary Education from Edge Hill University and a BA (Hons) in Communication Arts from the University of Huddersfield.

Fiona can be contacted on: fsuttonwilson@apse.org.uk