



Bespoke Virtual Training

To support you and your organisational needs

Farrens are passionate about supporting you during the current pandemic as we transfer our workstations into our homes.

At this unprecedented time it is critical to create a productive working environment at home with clear boundaries for you, your family and your staff.

“Claire - you are a miracle worker! I have learnt new techniques, skills and information to help me proactively in my work. “

“Really impressed at the care taken and pace of the course.”

“You create a trusting environment and get people to open up but you also challenge and allow people the opportunity to face things that can be quite awkward and uncomfortable, but all in a respectful, safe and proactive way!”

“Claire is very positive and welcomes questions which is awesome.”

Virtual Bite Size Courses

Based on feedback over the last 4 weeks we have identified this list of virtual courses, which give you the skills and tools you need to be as productive, if not more, than you were in the office.

How to work from home productively

This 3 hour course has been designed to create practical ways of working whilst you work from home. From workplace set up, daily routine, motivation tips and virtual interaction as well as boundary setting tips!

Time Management – Using a default diary

This 1 hour course will help you stay on track with your day, tasks and projects, as well as learning how to welcome those curve balls which come our way every day! Understand how applications we use every day can support you at this difficult time.

Top tips for Working from Home

This 1 hour course has been designed to help people who need to work from home on a temporary basis or permanent basis. Top tips on setting yourself up, managing yourself outside of an office environment, IT whilst at home and most importantly setting those boundaries.

Email Management

This 1 hour course is crucial to ensure that emails are not your main form of communication, using the features of the email application and you are managing the sheer volume of emails whilst giving a response in a respectable time frame.

Effective virtual meetings

This 1 hour course will help you understand how to hold effective virtual meetings from a technical and practical perspective. With tips for managing engagement and technically navigating applications whilst in a virtual environment.



Virtual Bite Size Courses

How to use OneNote effectively

This 1 hour course has been designed to show you the features and benefits of OneNote from a basic level, learn how to use it effectively and how to collaborate as a team using OneNote

How to use Office 365 Planner

This 1 hour course will help you understand the features and benefits of Planner from a basic level, learn how it should be used and the benefits of using this application from a project management angle and as a team.

How to use Office 365 Teams

This 1 hour course will help you understand the features and benefits of Teams from a basic level, learn how it should be used and managed as a team and the benefits of using this application.

How to use Office 365 Teams/OneNote/Planner

This 1 hour course will help you understand the features and benefits of collaborating Teams, OneNote and Planner under one application to manage your teams, department objectives and drive projects forward.

Bespoke One to One session

If you are short of time this one to one diagnostic session will help you set up a clear action plan with immediate improvements and increased productivity.

FOR MORE INFORMATION

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