



## **PDM test email**

**Start Date: 11/24/2022 10:00 PM**

**End Date: 11/24/2022 10:30 PM**

### Course Details

Melinda Emerson, aka the Small Biz Lady, shares practical advice for making the transition to a remote job smooth. Find out how to set up your office for maximum productivity and how to communicate professionally and empathetically using remote tools such as video chat. Get tips for dynamic scheduling and collaboration, healthy ideas for staying focused, and apps and tools to maximize success. Melinda also coaches you on how to set realistic expectations and goals, so you don't get burned out or overwhelmed. Plus, learn proven strategies for working from home with kids and working from home as a manager.

### Learning objectives

- Setting up a great workspace
- Keeping a routine
- Using video chat
- Scheduling breaks
- Professional video conferencing
- Communicating with etiquette and care
- Staying focused
- Setting boundaries
- Working from home with kids
- Working from home as a manager

### **Location(s)**

On-Line