

# WFH in-a-box Schedule

THEME & CONTENTS			SUBJECT
<b>WEEK 1 SETTING UP FOR SUCCESS</b>			
4-May-20	Mon	Space Optimization	PERSONAL PRODUCTIVITY
5-May-20	Tue	Time Optimization	PERSONAL PRODUCTIVITY
6-May-20	Wed	Technology Optimization	PERSONAL PRODUCTIVITY
7-May-20	Thru	Communication Channel Optimization	PERSONAL PRODUCTIVITY
8-May-20	Fri	Productivity Optimization	PERSONAL PRODUCTIVITY
<b>WEEK 2 MANAGING YOURSELF</b>			
11-May-20	Mon	Clarifying goals and performance levers	LEADERSHIP & MANAGEMENT
12-May-20	Tue	Finding focus & flow	PERSONAL PRODUCTIVITY
13-May-20	Wed	Finding your voice	COMMUNICATION
14-May-20	Thru	Partnering with your peers	COLLABORATION
15-May-20	Fri	Realistic Optimism & Causal Analysis	RESILIENCY
<b>WEEK 3 MANAGING TEAM</b>			
18-May-20	Mon	Managing teams remotely	LEADERSHIP & MANAGEMENT
19-May-20	Tue	Managing time & tasks	PERSONAL PRODUCTIVITY
20-May-20	Wed	Improving writing skill	COMMUNICATION
21-May-20	Thru	Teamwork	COLLABORATION
22-May-20	Fri	Emotional Regulation & Impulse control	RESILIENCY
<b>WEEK 4 MANAGING TEAM</b>			
25-May-20	Mon	Delegating with confidence	LEADERSHIP & MANAGEMENT
26-May-20	Tue	Promoting your ideas to others	PERSONAL PRODUCTIVITY
27-May-20	Wed	Persuasive virtual presentations	COMMUNICATION
28-May-20	Thru	Facilitation skills	COLLABORATION
29-May-20	Fri	Self-efficacy	RESILIENCY
<b>WEEK 5 MANAGING PERFORMANCE</b>			
1-Jun-20	Mon	Performance Tracking	LEADERSHIP & MANAGEMENT
2-Jun-20	Tue	Stress management	PERSONAL PRODUCTIVITY
3-Jun-20	Wed	Conducting effective meetings	COMMUNICATION
4-Jun-20	Thru	Fostering creativity	COLLABORATION
5-Jun-20	Fri	Empathy	RESILIENCY
<b>WEEK 6 DEVELOPING TALENT</b>			
8-Jun-20	Mon	Crafting career strategies with your staff	LEADERSHIP & MANAGEMENT
9-Jun-20	Tue	Work-life balance	PERSONAL PRODUCTIVITY
10-Jun-20	Wed	Coaching and developing employees	COMMUNICATION
11-Jun-20	Thru	Silo busting & effectiveness	COLLABORATION
12-Jun-20	Fri	Courage to reach out	RESILIENCY

*Schedule may be subject to change*