Workshop:
ENABLING REMOTE WORK
Understanding the technology requirements for remote work or to set up your work from home office/homeschool

Method of Teaching:
Online training on the Microsoft Team secure platform or in-person training. All sessions are instructor-led with Q&A sessions and content customised for technology in the Botswana market.

Duration: 3 hours
Number of Candidates - Limited to 10 per class to ensure optimal engagement with instructor.

Cost: P490 per candidate per session (excl. VAT)

Workshop Outline:

1. Understanding the concept of remote working and is your role/business able to transition to remote work or work from home.
2. Understand the technical hardware requirements for your remote office:
   a. Laptop, Desktop, Tablet, Printer
   b. What options are fit for purpose?
   c. What is available on the market and price points for budgeting.
3. Understand software requirements for your work-product
   a. Productivity Tools
   b. Collaboration Tools
   c. Meeting Tools
   d. Other related technologies: e-signature, scanning software etc.
4. Requirements for Connectivity
   a. How much bandwidth is enough bandwidth?
   b. What are the options to setup your internet home?
   c. How do you connect securely?
5. Tools and Behaviours to be Cybersafe
   a. Understand what Firewalls, Anti-Virus and VPNs offer you
   b. What is safe digital behaviour?
   c. Considerations when using public wi-fi

Terms and Conditions:
Payment upfront via EFT and candidates receive an email link to the class or attend the session in person.
Purchase orders accepted from existing clients.
No manuals provided
No refunds for no-show. Any cancellations must be done 48hrs before the start of class.