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## Remote\_WorkEU: The “New Normal” online training course



The partners of the Remote\_WorkEU project developed an **innovative digital platform**, including five modules, focusing on developing **digital and remote work skills** of owners, leaders, and employees of small and medium-sized enterprises (SMEs)

**Do you own, are a manager, or an employee of a small or medium size enterprise?**

**Do you currently work from home?**

**Are you struggling to adapt to the new normal, namely remote working?**

**Then, you should join our course!** In order to enroll, you may contact one of the partners of the project:

- FH Joanneum, Austria (Coordinator)
- GrantXpert, Cyprus
- Fundacion Universidad Francisco de Vitoria, Spain
- Technical Institute of Heraklion Chamber of Commerce and Industry, Greece
- Athens Lifelong Learning Institute, Greece

The five modules are:

## **1. Digital Transformation of SMEs**

- Change management
- Basic Legal Knowledge for remote work
- Internet Security
- Data protection

## **2. Digital business model and strategy**

- Entrepreneurship and Innovation: Entrepreneurial thinking
- Strategic plan for sustainable actions
- Decision making strategies for advanced goals' achievement and stakeholder management
- Social Media Strategies for External Communication with Major Target Groups for Business Success

- Crisis Management

### 3. Digitalisation Toolkit

- Workspace programs
- Email Communication programs
- Resource Management Software & Tools
- Programs for automating tasks
- Networking through social media and profile creation

### 4. How to work remote effectively

1. Work from home
2. Time management and self-organization
3. Work-life balance
4. Agile Remote Work

### 5. Remote work toolkit

- Communication tools
- Collaboration and Project Management Tools
- Operational Tools
- Internet security and data protection

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With the support of the  
Erasmus+ Programme  
of the European Union



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