



Training Solutions, Delivered!

# **MAINTAINING A WORKPLACE MINDSET WHILE WORKING AT HOME**

**Leader's Guide, Fact Sheet  
& Quiz**

**Item Number: 5117**  
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*This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.*

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

# 5117 MAINTAINING A WORKPLACE MINDSET WHILE WORKING AT HOME FACT SHEET

**LENGTH: 1:28 MINUTES**

## **PROGRAM SYNOPSIS:**

In today's technology driven and ever-changing world, the ability and necessity of working from home or at a remote location is on the rise. Generally referred to as "remote work", this working arrangement commonly finds workers performing their job duties from a "home office" or a "home-based worksite." There are many benefits of remote work for both the employee and employer; however, it is important that all parties understand their responsibilities related to the safety and health of remote workers. This program provides an overview of the importance of maintaining a workplace mindset while working at home.

Topics include the definition of a workplace mindset, staying productive, establishing normal routines, staying connected with co-workers, dressing appropriately each day and wearing proper footwear and PPE.

## **PROGRAM OBJECTIVES:**

After watching the program, the participant should be able to explain the following:

- What having a "workplace mindset" means;
- How to stay productive while working remotely;
- How to avoid feeling isolated while working at home;
- Why it is important to dress appropriately for your job duties and position.

## **INSTRUCTIONAL CONTENT:**

### **MAINTAINING A WORKPLACE MINDSET WHILE WORKING AT HOME**

- In order to be successful, productive and healthy, a remote worker must strive to maintain a "workplace mindset."
- Having a workplace mindset means a worker is well organized, keeps to a schedule, dresses appropriately and wears any required personal protective equipment, or PPE.
- Workers should establish a normal workplace routine with defined time slots for working hours and definitive time periods for lunch, stretch breaks or non-work activities.
- To avoid feeling isolated, remote workers should stay in touch with their supervisor and fellow workers through periodic video meetings, conference calls and group emails.
- It's important to dress professionally and appropriately for your job duties and position. Keep in mind that you represent the company or organization and you may be called on to appear on a video conference at any time.
- Dressing appropriately for work also includes following any work-related dress code and PPE requirements.
- At a minimum, remote workers should wear sturdy, closed toed shoes while working in their home office. Open toed footwear is a safety hazard, no matter where you are working.
- Employees performing work at a home-based worksite must wear the PPE required for the specific tasks they perform.

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**ANSWERS TO THE REVIEW QUIZ**

1. a

2. b

3. a

**MAINTAINING A WORKPLACE MINDSET WHILE WORKING AT HOME**  
**REVIEW QUIZ**

*The following questions are provided to determine how well you understand the information presented in this program.*

Name \_\_\_\_\_ Date \_\_\_\_\_

1. Workers should establish a normal workplace routine with defined time slots for working hours and definitive time periods for lunch, stretch breaks or non-work activities.
  - a. True
  - b. False
  
2. Dressing professionally and appropriately for your job duties and position is NOT important in the home work environment.
  - a. True
  - b. False
  
3. Employees performing work at a home-based worksite must wear the PPE required for the specific tasks they perform.
  - a. True
  - b. False