

## MATiSSE Smarter Working Masterclass

DATE: Tuesday 21<sup>st</sup> April 2009  
VENUE: Jermyn's House, Ampfield, Romsey, SO51 0QA  
TIME: 10.00 – 16.00  
STANDARD PRICE: £295  
CONCESSION PRICE: **£95** (see <http://www.ehampshire.org> for details)

### **Session 1: Why Smarter Working?**

Welcome and Introduction – What is it? – Why do it? – What do I need? – Best practices – Legal position – The Government View

This session will be led by Tony Corbin from eHampshire.

### **Session 2: The Enabling Technologies Explained**

Telephony – Broadband – Mobiles and PDA – Skype – MSN – Google – Virtual Office

This session will be led by David Vane from 247virtual.com

### **Session 3: Effective Implementation**

How to ensure a successful outcome – Who should work where – Home working: overcoming the issues – Setting up the home working environment

This session will be led by Jim Gilhooley from Morlan Gil Human Resources.

### **Session 4: Remote Team Management**

How to help your flexible team be more effective – Implementing your virtual workspace – Motivating your remote workforce

This session will be led by Steve Jones from Skills for Business.