

Course : Developing concentration while teleworking

Essential 3h30, distance learning only

Practical course - 3.5 hours - Ref. 9CT

Price : 430 CHF E.T.

While telecommuting brings considerable comfort and time savings, it also requires a certain amount of getting used to in order to maintain concentration and motivation. This training course will provide you with concrete tools for staying the course while teleworking, and creating the best conditions for productive concentration.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Creating the conditions for optimum concentration
- ✓ Maintaining and regaining concentration while teleworking
- ✓ Develop your ability to concentrate over time

Intended audience

Anyone wishing to develop their telecommuting skills.

Prerequisites

No special knowledge required.

Practical details

Teaching methods

Participative pedagogy. Fun tests to understand how concentration works and its limits. Practical application of tips and techniques.

Course schedule

PARTICIPANTS

Anyone wishing to develop their telecommuting skills.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 Organizing your concentration

- Set up your work environment and [[routine focus]].
- Control your concentration with method.
- Alternate concentration and recovery for greater efficiency.
- Build a bubble to isolate yourself from your environment.

Hands-on work

Brainstorming with participants on the factors influencing their concentration when teleworking. Use of mind maps to summarize discussions.

2 Maintaining concentration

- Spot the attention-grabbers.
- Multi-tasking: friend or foe of concentration?
- Channel your thoughts to avoid mental dispersion.
- The influence of the body and biological rhythms.

Hands-on work

Putting it into practice: keeping a scattering sheet by identifying and noting moments when you drop out.

3 Boosting concentration via videoconferencing

- Five tactics to get your attention.
- Use self-motivation.
- Staying the course over the long term.
- Recharge your energy.

Hands-on work

A mindfulness meditation exercise to develop your ability to concentrate in everyday life.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates

REMOTE CLASS

2026 : 28 Sep.