



VIRTUAL WORKING T O O L K I T

Practice twenty strategies to improve your team's ability to function remotely.

The future of work is upon us!

Organisations all around the world are moving to strengthen their people's remote working capability. This important skill set has just become critical.

Soji's Virtual Working Toolkit is a set of flexible, modular resources that can be quickly deployed to a broad learner group.

Your custom toolkit can include video content, interactive webinars, downloadable templates and practical self-paced sprints to help embed lasting change.

We will work with you to design a kit that reflects your unique context and gives your people a way to continue their learning when and how they prefer.



STRATEGY CARDS

20 strategy cards for improving your team's ability to function remotely. Each card shares a series of practical and easy to implement tactics that a leader or individual can put in place to make a difference.

VIDEO SERIES

5 part on-demand video series outlining the key tactic categories. Learners use the clips together with a downloadable tool to help them focus their attention on the strategies most useful in their specific context.

SKILL WEBINARS

Live 60 minute webinars that take groups of between 8 to 40 participants through an interactive and practical experience. Each webinar focuses on a specific aspect related to remote working.

STRATEGY CARD CATEGORIES

Each category has a set of practical tactics leaders and individual contributors can use to improve their remote working capability.

- **Focus Attention** - Get clear on what matters most. Make sure everyone knows what's expected of them so they can get on with what needs to be done.
- **Enable Ownership** - Adapt your interaction style and set your people up for success. Remove obstacles and provide the tools they need to perform at their best.
- **Elevate Wellbeing** - Encourage social connection and meaningful contribution. Set the standard for a balanced, healthy and sustainable approach to work.
- **Create Routines** - Embed a regular cadence of team practices that create transparency, improve collaboration and produce results.
- **Strengthen Connection** - Focus on relationships and not just tasks and transactions. Build trust and psychological safety to keep everyone engaged.

WEBINARS

Choose from our off-the-shelf catalogue of topics shown below or request a bespoke solution to fit your needs.

HOW TO TOPICS

- **Set up virtual teams** and clarify expectations
- **Enable ownership** in a virtual setting
- **Elevate wellbeing** while working virtually
- **Create practices** that enable remote working
- **Strengthen connection** and inclusion in virtual teams
- **Facilitate remote meetings** that work

SESSION FEATURES

The sessions feature content based on the latest thinking and practice, interactive design, engaging facilitation, professional hosting and quality support resources.

SKILLS WEBINARS



60
min



8 - 40
places



platform
agnostic
designs