

Mastering Skills for Virtual Working



Participant Handout

DYW

Developing the
Young Workforce

It's OK to be nervous... there will be others feeling the same way. There is support available to help you.

Think about what you can do to prepare and be ready for this - both practically and emotionally.

Onboarding or induction is the process of helping to get you ready and learn about your new company and job. Virtual onboarding should do the same!

Communication is so important. Keep talking to your line manager, your work colleagues and your family and friends!

Focus on your wellbeing. Make sure you look after your physical and mental health - it will help you keep smiling!

Employees working virtually or remotely (ie. working outside an office) for part, or even all, of the time will be the norm moving forward for many employers.

Useful Links

Young Scot - <https://young.scot/>
Mind tools for Business - <https://app.mindtools.com/#/dyw-master/login>

Remember: You've been offered the job because your employer wants you as part of the team and sees that you have the potential to do the job well. Think positive and you'll be fine!

