

# MASTERING SKILLS



## FOR A NEW WAY OF WORKING

### MindToolsResources – Where these fit in with the Sessions

Session element	Resource	Type	Time Required	Section found in
Setting the Scene	How to Ace a Video Interview	How to Guide	(7 mins)	Getting Started
Working Virtually	Making the most of your induction	Animated Video	(3mins)	Getting Started
Working Virtually	Buddying	Top Tips Read	(3 mins)	Getting Started
Working Virtually	Eight Top Tips to Work Well from Home	Infographic	(5 mins)	Work Remotely
Working Virtually	Identifying your Time Wasters	Activity/Exercise	(40 mins)	Work Remotely
Working Virtually	Introverts and Extroverts working from home	Topical Content	(5 mins)	Work Remotely
Working Virtually	Netiquette	Key Ideas	(3 mins)	Build Relationships
Working Virtually	Great Work Relationships	Topical Content	(4 mins)	Build Relationships
Working Virtually	Building Stronger relationships at Work	How to Guide	(4 mins)	Build Relationships
Working Virtually	How to Boost Your Self-Motivation	Animated Video	(2.5 mins)	Stay on Track
Wellbeing	Top Tips For Taking Care Of Yourself	Top Tips Read	(5 mins)	Manage Your Wellbeing
Wellbeing	The Road To Resilience	Infographic	(5 mins)	Manage Your Wellbeing
Wellbeing	Clearing Your Mind	Topical Content	(5 mins)	Manage Your Wellbeing
Wellbeing	Feeling Like a Fraud: Fighting Imposter Syndrome	Infographic	(5 mins)	Stay on Track