

HUMAN RESOURCES | COURSE BROCHURE

Remote Work Policy and Management

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Remote and hybrid working are now permanent features of many organisations. This course helps HR and managers design remote work policies and manage remote employees effectively: eligibility, contracts and legal issues, equipment and security, performance management, communication, wellbeing and fairness between remote and on-site staff.

Remote work succeeds with clear rules and good management. You will learn to set policies that are fair and practical.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Policy drafting workshops, case studies, manager role plays and checklist development.

Course objectives

By the end of this course, participants will be able to:
• Assess roles for remote and hybrid suitability
• Draft remote work policies
• Address legal, tax and contractual issues
• Manage equipment, security and expenses
• Lead and evaluate remote employees fairly
• Support wellbeing and inclusion

Target audience

This course is suitable for:
• HR managers and officers
• Line managers of remote teams
• IT and security managers
• Facilities managers
• Business owners



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Target competencies

Participants will develop competencies in:

- Policy design
- Legal awareness
- Remote leadership
- Performance management
- Wellbeing support

Course outline

Day 1: Remote Work Landscape

09:00–10:08	Models of flexible work
10:08–11:00	Benefits and risks
11:00–11:30	**Coffee break**
11:30–11:45	Benefits and risks (continued)
11:45–12:53	Employee expectations
12:53–14:00	Exercise

Day 2: Policy Design

09:00–10:08	Eligibility
10:08–11:00	Contracts
11:00–11:30	**Coffee break**
11:30–11:45	Contracts (continued)
11:45–12:53	Cross-border issues
12:53–14:00	Drafting workshop

Day 3: Practicalities

09:00–10:08	Equipment and expenses
10:08–11:00	Data security
11:00–11:30	**Coffee break**



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11:30–11:45	Data security (continued)
11:45–12:53	Health and safety at home
12:53–14:00	Checklist

Day 4: Managing Remotely

09:00–10:08	Goals and performance
10:08–11:00	Communication
11:00–11:30	**Coffee break**
11:30–11:45	Communication (continued)
11:45–12:53	Fairness
12:53–14:00	Role play

Day 5: Wellbeing and Culture

09:00–10:08	Isolation and wellbeing
10:08–11:00	Inclusion
11:00–11:30	**Coffee break**
11:30–11:45	Inclusion (continued)
11:45–12:53	Reviewing the policy
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,860.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.–**
Rome Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,450.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**
Frankfurt Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,650.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
Barcelona Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,840.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.–**
Cape Town Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,890.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
Vienna Confirmed dates	15 Mar 2027	19 Mar 2027	**€2,940.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
London Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,450.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.–**
Rome Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
Dubai Confirmed dates	10 May 2027	14 May 2027	**€3,150.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	31 May 2027	4 Jun 2027	**€1,890.–**
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.–**
Istanbul Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,650.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.–**
Cape Town Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,890.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.–**
Rome Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,450.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.–**
Amsterdam Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,540.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Barcelona Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,840.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,450.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Dubai Confirmed dates	18 Oct 2027	22 Oct 2027	**€3,150.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**
Vienna Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,940.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
London Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,450.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Dubai Confirmed dates	13 Dec 2027	17 Dec 2027	**€3,150.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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