

WORKING REMOTELY WITH DIGITAL TOOLS

CONTENT

INTRODUCTION

MODULE 1: COMMUNICATING WITH RESEARCH STAKEHOLDERS

- Stakeholder Mapping
- Proper use of email, and limitations
- File sharing
- Slack, Teams... Asynchronous communication tools
- Agreeing on tasks and objectives: SMART method and RACI matrix

MODULE 2: MANAGING TIME AND MOTIVATION

- Fundamentals of motivation and focus the issues of remote work
- Time thieves
- Digital and (de)motivation: tips, tricks, tools
- Manage your tasks: lists, Kanban, Gantt...

MODULE 3: COLLABORATIVE WRITING

- The essentials of Wysiwyg text processors
- Latex
- Online writing tools
- Sharing your bibliography with Zotero

MODULE 4: INTRODUCTION TO REMOTE WORK

- Regulatory aspects of remote work in France
- Remote work and ergonomics
- The management challenges of remote work

CONCLUSION