Intro – in the chat, share your:

- Name

- Location (city/country)

- Role

2

Background

- Digital Communication Training October 2021

- High Level Panel November 2021

- Community of Practice

TRAINING Overview & Objectives

- Improved digital communication skills

- Broadened technical / strategic understanding

- Discussion on the role of digital communication / tools; possible opportunities and limitations

- Lay a foundation for a community of practice

4

Community of Practice

5

COP Overview & Objectives

- Appreciate the concept of Digital Wellness and the factors that impact Digital Wellness at work

- Learn positive digital practices to support productivity, minimize distractions and communicate effectively

- Designing strategies to support Digital Wellness at work with a focus on physical and mental wellbeing, communication, and productivity.

Schedule CAT

TIME	ACTIVITY
1100	**Breakaway Rooms – English / French**
1105	**Introduction to Digital Wellness**
1115	HEALTH BREAK
1130	**Why Digital Wellness Matters**
1145	**How to Achieve Digital Wellness**
1200	**Practical Exercises**
1235	**Plenary Sharing**
1250	HEALTH BREAK
1300	**Office Hours**

7

Netiquette

- Punctuality + Time Consciousness
- Active Participation
- Chat – comments / questions / parking lot
- Turn on video while speaking
- Optimizing connection
- Mute microphone when not speaking
- Confidentiality
- Respectfulness
- Learn and have fun!

Breakaways -
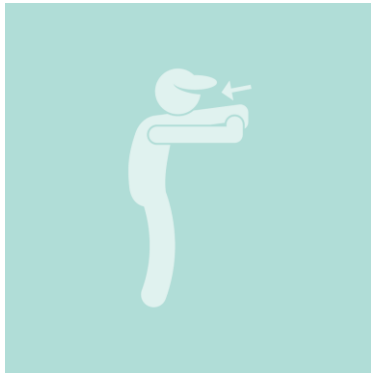
WHAT is Digital Wellness?

In chat: Digital Wellness is….

https://www.youtube.com/watch?v=JVbo_rzu8k0
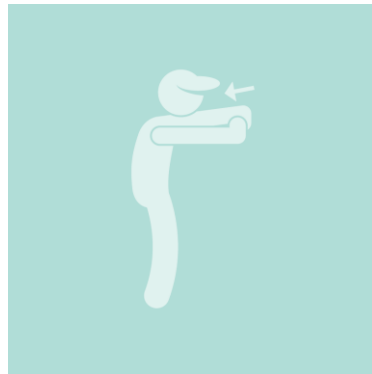
10

WHAT is Digital Wellness?

Definition: Digital wellness (also known as digital wellbeing or digital health) is the pursuit of an intentional and healthy relationship with technology, both in the workplace and in personal life.
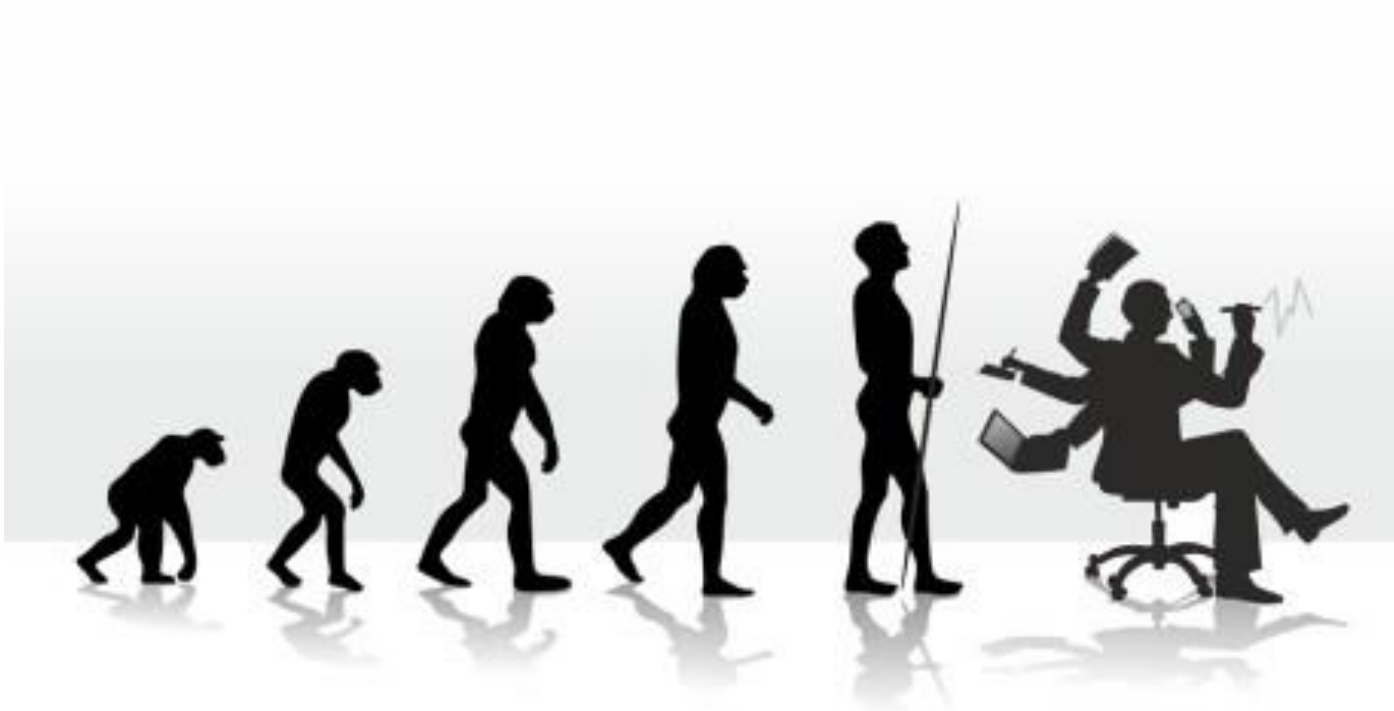
Are you digitally well?

https://www.menti.com/1gs7p8inrm

Health Break – 10 minutes

WHY does Digital Wellness matter?

13

WHY does Digital Wellness matter?

https://www.youtube.com/watch?v=D

What did you see?

WHY Digital Wellness Matters

- We are evolving into digital – balance is key offline/online, stamina to exist and function in both

- Mental health – productivity is based on it, digital is supposed to make life easier, but can do the opposite

- Identity – who you are vs what people want you to be

- Addiction - a "psychological and physical inability to stop consuming a chemical, drug, activity, or substance, even though it is causing psychological and physical harm"

- Physical wellbeing – eyes, posture, circulation, stress, insomnia all in the long run are harmed

15

HOW to achieve Digital Wellness

Mental:
- Calm your screens
- Declutter your screens
- Take actual breaks – walk away
- Keep office hours

Physical:
- Get ergonomic chairs
- Get a stand / screen glasses
- Have a dedicated workspace
- Exercise full body – squats, shakes, chair yoga

HOW to achieve Digital Wellness

Communication & Productivity Hacks
- Catch up with email
- Separate emails
- Check email at specific times
- Limit nonessential email
- Allow switch off times: agree + work in bursts
- Use the correct tools for communication, collaboration etc
- Avoid meeting fatigue – virtual free days
- Respect offline status
- Share wellness content as a team
- Detox!

Practical EXERCISES

18
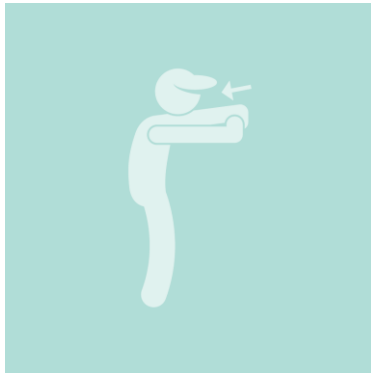
Show and Tell

Desk Exercises

My Changes

STOP	KEEP	START

Our (Work) Commitments

STOP	KEEP	START

22

Resources

- Digital Wellbeing – **https://datadetoxkit.org/en/wellbeing/**
- Any other?

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24