

## SMART WORKING

As provided by the State-Regions Agreement dated 07/07/2016, updating valid for all safety subjects can be taken advantage of via e-learning methods.

**Training goal:** defining what smart working is, how it is organized, the legislation that regulates it and the risks associated with it. Furthermore, we want to provide useful and concrete indications on the activation of smart working, by also focusing on examples of company agreements.

**Certificates of Attendance:** Each participant, upon taking a final test with a positive outcome, will receive a certificate that is valid throughout the national territory, according to the State-Regions Agreement of 21 December 2011. The documents will be transmitted, via IT support, personally to each user who will be able to download both the Certificate of Attendance and the Citizen's Educational Booklet directly from the platform.

**Total duration of Course:** 2 hours

**Planned training:** The minimum length of the refresher modules varies according to the type of subjects to be trained (Annex II State-Regions agreement 07/07/2016).

**Learning Method/Use:** E-Learning as defined in Annex II of the State Regions Agreement dated 7 July 2016

### Course Content:

#### Introduction

#### In the beginning it was teleworking

#### Smart working

Characteristics and legislation  
 Smart working and the COVID-19 emergency  
 The workstation in Smart Working

#### Examples of agreements

From teleworking to smart working  
 Agreement no. 1 - tour operator  
 Agreement no. 2 - pharmaceutical industry  
 Agreement no.3 - IT company  
 Agreement no.4 - foreign pharmaceutical industry

#### From the factory to the mobile worker

Smart working: a new model of organizational culture  
 New ways of interpreting the employment relationship  
 Inside the digital revolution  
 A challenge for ergonomics  
 Advantages of smart working  
 The "cons" of smart working  
 Mobile workers  
 Work and private life: where is the border?  
 Smart working and injuries  
 The perception of risk  
 Hyper connectivity  
 Technostress  
 Fear of missing out  
 The risk of phubbing

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Men and robots  
 Right to disconnect

Starting out with smart working

Policies of balancing work and personal life  
 Experiencing smart working in the company  
 Regulatory aspects and organizational solutions

**People in Charge of Didactic and Technical Management:**

Course Director / Scientific Head: Rocco Vitale and Francesco Naviglio

Content Mentor / Tutor: Chiara Ballarini

Process tutor: Roberta Cirelli

Platform developer: Simone Vannucci

**Speakers/Instructors** who contributed to the drafting of the texts: Paolo Gentile

All instructors possess the necessary requirements pursuant to the Interministerial Decree of March 6, 2013 "Criteria for the certification of the figure of the educator for health and safety in the workplaces"

**Technical sheet:**

Each AiFOS course is created in accordance with the international SCORM 1.2 standard.

The platform is equipped with the LMS management system.

**TECHNICAL REQUIREMENTS FOR USING THE PLATFORM**

The technical requirements are always updated and can be visualized in real time at the following link:

[http://service.aifos.org/home/e-learning/e-learning/requisiti\\_tecnici\\_minimi](http://service.aifos.org/home/e-learning/e-learning/requisiti_tecnici_minimi)

**Registration procedure:** User registration on the platform.

**Skills and Requirements:** The participants must be able to access the technologies used, have familiarity with the device chosen in order to take the course (Computer or Tablet) and good knowledge of the language used.

**Communication interface:** Platform communication is made possible through the direct contact with the tutor who can be contacted by email at [tutor@aifos.it](mailto:tutor@aifos.it) and with technical support who can be contacted by email at [assistenza@aifos.it](mailto:assistenza@aifos.it).

**Methods of Tracking the Activity:** Each AiFOS course is created in compliance with the international SCORM 1.2 standard. The use of this model allows AiFOS to guarantee tracking, on its platform, of all the participant's data and the use of educational tools.

The traceability of platform data, user accesses and certificates is kept by AiFOS, within the terms established by law.

The platform is equipped with the LMS management system, capable of monitoring and certifying:

- The carrying out and completion of the educational activities of each user
- The traceability of each activity carried out during the connection to the system and the duration
- The traceability of the individual teaching units structured in Learning Objects (teaching objects), which contain a series of tools, such as the text of the lesson, the audio explaining the topics, documents for in-depth study, short sample videos and animations.
- The modality and the passing of the tests.

**Use availability period:** The course foresees a length expressed in hours.

The period of time available to complete the entire course, from the time of purchase, is 60 days, unless otherwise agreed upon with the management.

**Method of Learning Assessment:** the assessment of learning is carried out by taking **intermediate tests** useful for self-learning, foreseen for each teaching unit and a **final test** aimed at consolidating the knowledge acquired during the entire course.

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Each final test includes 10 multiple-choice questions (each consisting of at least three alternative answers) based on the type of course. Its final outcome is considered positive if at least 70% of the questions are answered correctly.

**AiFOS NATIONAL TRAINER:** AiFOS, a national Association of *Confcommercio-Imprese* for Italy, operating throughout the national territory, subject to *ope legis* (Article 32, paragraph 4 of Legislative Decree no. 81 of April 9, 2008 and the State Regions Agreement of July 7, 2016) for the implementation of training courses, which issues certificates.

AiFOS as the provider, as per an eventual request of the competent supervisory bodies, undertakes to make the credentials for access to the course available.

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