



HOW TO BE A SUCCESSFUL TELEWORK EMPLOYEE

If you were teleworking, you could be at home right now. Enticing? Work is what you do – not where you do it.

More and more businesses and their employees are realizing the bottom-line benefits from structured telework programs. Becoming a telework employee offers a host of benefits, including reduced commuting time and expenses. It will allow you greater flexibility in balancing your personal and professional responsibilities – work/life balance. Provide greater focus on tasks or projects . . . and, during extreme weather conditions and emergencies, be able to continue operations.

This is an introductory course developed to help employees create a framework for entering into a telework agreement. The critical skills you'll get from this seminar include working remotely, communicating with your supervisor, co-workers, customers and suppliers, building trust, and knowing how to keep your career on track. Participants will receive a workbook with information and helpful links to resources, checklists and tools to help with personal preparedness and success within the telework environment.

Get the materials and advice that will help you start your successful telework experience. Find out how you can benefit from, and make telework, work for you, your supervisor and your office.

WHO SHOULD ATTEND?

Any employee who desires to, or may be required to telework



WHAT YOU WILL COVER

- ★ Telework defined. What it is and what it isn't
- ★ Separate the myths from the realities of teleworking
- ★ Identify the critical success principles for working with management and co-workers
- ★ Implement a road map to effectively work in a virtual world between you and your supervisor
- ★ How to write a telework agreement
- ★ Implement an effective communication process
- ★ Determine if you are a good candidate for Telework
- ★ How to make your case to telework
- ★ Learn what equipment you will need
- ★ How to communicate effectively as a teleworker

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