

Telework and Telecommuting Workshop

Working in a home office requires a unique set of skills. Teleworkers or virtual employees have additional challenges created by not being in a centralized office. Communication issues alone make it a challenging job, and recognizing these challenges will help your participants become great teleworkers.

Through Telework and Telecommuting your employees will see a great improvement in their performance and well-being. Being a teleworker does have the advantages of flexible schedules, no commute, and saving the company money. Your participants will establish the additional skills needed to be successful in their work from home environment.

Workshop Objectives:

- Know the skills required for working outside the office
- Learn keys to proper self-management
- Learn ways to manage time efficiently
- Know different methods of organization and planning
- Identify various forms of communication and their proper use
- Address and resolve challenges that teleworkers can face



For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Module One: Getting Started

Workshop Objectives
Pre-Assignment

Module Two: Core Skills Required

Self-Management
Time Management
Organizing and Planning
Communication
Case Study
Module Two: Review Questions

Module Three: Self-Management (I)

Solving Problems on Your Own
Being and Staying Motivated
You Have More Freedom – Don't Abuse It
You and Only You are Accountable
Case Study
Module Three: Review Questions

Module Four: Self-Management (II)

Recognize and Remove Bad Habits
Reflect on Mistakes and Learn from Them
Establish Good Habits
Be Assertive with Yourself
Case Study
Module Four: Review Questions

Module Five: Time Management (I)

Build a Little Flexibility into Your Schedule
Identify and Remove Time Wasters
Working with Time Zones
Using Free Time Wisely
Case Study
Module Five: Review Questions

Module Six: Time Management (II)

The Urgent/Important Matrix

Setting and Sticking to Deadlines
The Glass Jar: Rocks, Pebbles, Sand and Water
Recognize When You Are Procrastinating
Case Study
Module Six: Review Questions

Module Seven: Organizing and Planning (I)

Plan for Additional Stress
When to Seek Help
Being Proactive – Not Reactive
Establish Priorities and Attainable Goals
Case Study
Module Seven: Review Questions

Module Eight: Organizing and Planning (II)

Setting Up Your Home Office
Remove Unneeded or Distracting Items
When Technology Fails
Develop a Normal Working Day
Case Study
Module Eight: Review Questions

Module Nine: Communication (I)

Stay in the Loop
Use the Correct Medium
Be Clear and to the Point
Virtual Communication Can Be Impersonal
Case Study
Module Nine: Review Questions

Module Ten: Communication (II)

Open and Frequent Communication
Share Your Information
Have a Collaborative Attitude
Setting Expectations with Family and Friends
Case Study

Module Ten: Review Questions

Module Eleven: Additional Challenges

Building Trust and Rapport

Feeling Isolated

Always in the Office

Lack of or Less Feedback

Case Study

Module Eleven: Review Questions

Module Twelve: Wrapping Up

Words from the Wise