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TELEWORK AND TELECOMMUTING TRAINING

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Telework and
Telecommuting
Training



COURSE LENGTH: 1.0 DAYS

This Telework and Telecommuting Training Course by PD Training is designed to provide both the worker and the manager with the tools and knowledge to successfully manage and work in a remote or decentralized workplace.

This Telework And Telecommuting Training Course teaches: the core skills of a remote worker, the tools and techniques to better manage your time, organize and plan your work, how to stay motivated and solve problems on your own, how to recognize which bad habits to avoid, how to deal with isolation and other skills to be a successful teleworker or telecommuter.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

TELEWORK AND TELECOMMUTING TRAINING COURSE OUTLINE

FOREWORD

During the course, participants develop knowledge and skills in organization, planning, management, and communication specific to telework and telecommuting. The course offers skills in managing and working in a de-centralized office.

OUTCOMES

Telework And Telecommuting Training Course provides the tools and knowledge to enhance their work performance. Participants establish the additional work skills needed to be successful in a work-from-home environment.

After completing this course, participants will have learned to:

- ▶ Manage time
 - ▶ Organize and plan
 - ▶ Develop communication skills
 - ▶ Solve problems on their own
 - ▶ Stay motivated
 - ▶ Use freedom wisely
 - ▶ Learn accountability
 - ▶ Recognize and remove bad habits
 - ▶ Learn from mistakes and avoid repetition
 - ▶ Build flexibility in schedule
 - ▶ Build trust and rapport
 - ▶ Use feedback
 - ▶ Beat isolation
 - ▶ Set realistic expectations from family
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MODULES

Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

Lesson 2: Organizing and Planning (I)

- ▶ Plan for Additional Stress
- ▶ When to Seek Help
- ▶ Being Proactive - Not Reactive
- ▶ Establish Priorities & Attainable Goals
- ▶ Case Study

Lesson 3: Core Skills Required

- ▶ Self-Management
- ▶ Time Management
- ▶ Organizing and Planning
- ▶ Communication
- ▶ Case Study

Lesson 4: Organizing and Planning (II)

- ▶ Setting Up Your Home Office
- ▶ Remove Unneeded or Distracting Items
- ▶ When Technology Fails
- ▶ Develop a Normal Working Day
- ▶ Case Study

Lesson 5: 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

Lesson 6: Communication (I)

- ▶ Stay in the Loop
- ▶ Use the Correct Medium
- ▶ Be Clear and to the Point
- ▶ Virtual Communication Can Be Impersonal
- ▶ Case Study

Lesson 7: Self-Management (II)

- ▶ Recognize and Remove Bad Habits
- ▶ Reflect on Mistakes and Learn from Them
- ▶ Establish Good Habits
- ▶ Be Assertive with Yourself
- ▶ Case Study

Lesson 8: Communication (II)

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

Lesson 9: 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

Lesson 10: Additional Challenges

- ▶ Building Trust & Rapport
- ▶ Feeling Isolated
- ▶ Always in the Office
- ▶ Lack of or Less Feedback
- ▶ Case Study

Lesson 11: Time Management (II)

- ▶ The Urgent/Important Matrix
- ▶ Setting and Sticking to Deadlines
- ▶ The Glass Jar: Rocks, Pebbles, Sand & Water
- ▶ Recognize When You Are Procrastinating
- ▶ Case Study

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)

