

# Telework and Telecommuting Workshop

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Working in a home office requires a unique set of skills. Teleworkers or virtual employees have additional challenges created by not being in a centralised office. Communication issues alone make it a challenging job, and recognising 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:

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- Learn the skills required for working outside the office
- Skills for proper self-management
- Manage time efficiently
- Organising and planning
- Identify various forms of communication and their proper use
- Address and resolve challenges that teleworkers can face



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