

TELEWORK: MANAGING THE FLEXIBLE WORKPLACE

A 2 or 3-Day Hands-On Workshop for
Government Personnel

Course Description:

This workshop will provide Managers and Supervisors with the guidance necessary to successfully implement a system that accommodates flexible work arrangements including Telework, flexible work hours and remotely located staff members. Participants learn how to maintain effective communications, motivate, and supervise their employees regardless of their physical work location. Managers will learn how to develop clear, specific and timely performance metrics to use in evaluating employee performance, how to construct and implement an effective Telework security plan, how to write a Flexible Workplace agreement, and how to implement Telework within their work groups to maximize productivity in the demanding government work environment.

Learning Objectives & Topics Covered in this Workshop:

- Understand the background of telework, to include definitions, legislative foundations, and policy requirements
- Implement flexible workforce practices, to include managing change, determining eligibility, providing equipment and support, developing security requirements, creating telework agreements and facilitating communications among workgroup members
- Managing performance in a virtual office environment, including communicating expectations, monitoring and measuring productivity and motivating the workforce
- Establish strong relationships to fuel motivation, collaboration, and productivity

Audience: This workshop is designed for leaders and managers.

Toolkits:

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CEU Credits: 1.1-1.7

Suggested Program

Prerequisites: None

Advanced Preparation: None

Program Level: Basic

Field of Study: Business
Management and Organization

Delivery Method: Group Live –
Classroom