

Career Development

Telework And Telecommuting Course Outline:

Module One: Getting Started

- Housekeeping Items
- The Parking Lot
- Workshop Objectives
- Pre-Assignment
- Action Plans and Evaluations

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: Organization 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: Organization 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
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations