



The Telecommuting Advantage Group

Employee Online Telework Training

ADVANTAGES OF ONLINE TRAINING

Organizational online training is provided by the Telecommuting Advantage Group's partner e-Work.com, a leader in the industry of online training for remote employees. Online employee and manager training transfers critical knowledge and skills to e-Workers and their managers. The training created by e-Work.com:



e-Work.com and the Telecommuting Advantage Group are partnering to provide management training that helps teleworkers succeed.

- provides employees with the guidance, tools and resources to thrive in a virtual workplace;
- gives managers the guidance, tools and resources to manage virtual office workers effectively, and integrate this new work option into their standard management practices;
- allows employees to obtain critical training at their convenience, achieving more effective learning times and diminishing any impact on their job-tasks.

Manager e-Learning Course Overview

This course enables employees to obtain the skills needed to thrive in a telework environment. Employees will acquire the skills, tools, and resource links from this computer-based training to:

- Understand the impact of mobility trends and work styles;
- Learn best practices for successfully fitting in while working away;



Allowing workers to train at their own convenience is more effective.

- Update best practices for effective communication;
- Acquire tools and resources for creating a functional home office (for teleworkers);
- Attain knowledge and tools for creating an effective and productive mobility routine;
- Identify and effectively use appropriate mobile technology tools;
- Establish a proven strategy for remote work success.

PRODUCT CHARACTERISTICS

- Addresses job-types and collaboration needs for almost any industry.
- Interactive online training tool reinforces learning.
- Module based training allows employees to leave and return to training at their convenience.
- Employees obtain feedback and learning tools.

THE TELECOMMUTING
ADVANTAGE GROUP

23 Corwin Street
Suite #3
San Francisco, CA 94114

www.telecommutingadvantage.com