



The Telecommuting Advantage Group

Manager 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 managers of teleworkers to address concerns about telework, and obtain the skills needed to effectively manage a remote workgroup. Course elements help managers to:

- learn the steps, habits and routines needed to teach, coach and maintain highly effective work behavior in a geographically distributed work environment;



The e-course enables managers of teleworkers to obtain the skills needed to effectively manage a remote workgroup.

- gain an understanding of what it takes to excel in a virtual workplace, why some virtual office workers fail, and how to make sure workers succeed;
- develop advanced skills to effectively develop, manage and support a work group that includes virtual workers;
- gain the ability to direct and encourage adoption of a virtual lifestyle by all employees in the work group;
- learn to use techniques and tools designed to assure that employees maintain a high level of proficiency irrespective of their work location;
- learn to set knowledge-worker performance expectations, and help employees routinely exceed them.

PRODUCT CHARACTERISTICS

- Can be branded and customized for your organization
- Interactive online training tool reinforces learning.
- Module-based training allows managers to leave and return to training at their convenience.
- Managers obtain feedback and learning tools.

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