



TELEWORK PLANNING: 101

Recognize the Skills Needed For Successful Teleworking.

Working in a home office requires a unique set of skills. Communication issues alone can make any job challenging. Being proactive in recognizing these challenges will help employees perform more efficiently while teleworking.

In CLRG's *'Telework Planning: 101'* webinar, participants will establish additional skills needed to be successful in their work from home environment.

NEW! Telework Planning: 101

Delivery Method: Webinar – Course Length: 1hr

Webinar objectives for participants:

- Establish the skills required for working outside the office.
- Discover keys to proper self-management.
- Develop organization and planning methods.
- Identify forms of communication and their proper use.
- Address and resolve challenges that teleworkers can encounter.