

# Course : Making a successful transition to teleworking

*Practical course - 1d - 7h00 - Ref. TRL*

*Price : 930 CHF E.T.*

This training course will introduce you to the principles of teleworking, and the rights and duties associated with it. It will enable you to assess the compatibility of telecommuting with your job and your personality, and provide you with ideas for organizing your time and your relations with your colleagues and manager.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand the benefits and constraints of teleworking, for yourself and for the various players in the company
- ✓ Modify your organization to best adapt to the transition to telecommuting
- ✓ Find the right compromise to maximize the benefits of teleworking
- ✓ Maintaining links with your manager and team while working remotely

## Intended audience

Anyone planning to spend at least part of their time teleworking.

## Prerequisites

No special knowledge required.

## Practical details

### Exercise

Participative pedagogy: alternating practice and theory, group and individual exercises, presentation of communication tools.

## Course schedule

### PARTICIPANTS

Anyone planning to spend at least part of their time teleworking.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 Defining and understanding teleworking

- Define the legal framework for teleworking.
- Distinguish between rights and duties.
- Identify the advantages of teleworking.
- Identify the main obstacles to teleworking.
- Become aware of the demands of remote working.

### Group discussion

Discuss the benefits of teleworking.

## 2 Taking your first steps in teleworking

- Identify the benefits of teleworking for employees, the company, managers and customers.
- Identify the teleworker's tools.
- Adapt time management, organization and communication to the situation.
- Managing the needs and difficulties generally encountered by teleworkers.

### Hands-on work

Teamwork: drawing up a table of the benefits of teleworking in your company for all those involved.

## 3 Experiencing teleworking over time

- Respect your work/life balance.
- Maintain the ergonomics of your workstation: prepare and fit it out according to the rules.
- Manage your time over the long term: time-consuming uses, schedules, distractors.
- Maintaining a sense of belonging.
- Divide tasks and schedules between the office and home (set limits with family and friends).

### Hands-on work

Guided personal work: drawing up a list of tasks and assignments to be carried out while teleworking.

## 4 Manage relations with the manager and the rest of the team

- Define the ideal manager for remote management.
- Choose the right mode of communication for the situation: messaging, telephone, videoconferencing.
- Identify tools for sharing documents and accessing training.
- Manage tool and data security (backups, viruses, Internet charter, etc.).
- Streamline communication using active listening techniques.
- Define relevant and effective reporting methods.
- Adapt to management by objectives and negotiate objectives.

### Hands-on work

Work on characters to communicate better with each person.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.