



PROFESSIONAL  
DEVELOPMENT  
TRAINING

# Telework and Telecommuting Training



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1.0 DAY COURSE

This course in Telework and Telecommuting provides you with training in self-management, time management, organization, planning, communication, and overcoming specific challenges related telework and telecommuting. Working from home sounds ideal, but requires certain skills.

This highly valuable and engaging training course is now available in Singapore.

This Telework and Telecommuting training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

## What You'll Gain:

Flexible work schedules are now much more common within organizations and working on your own with less direct supervision requires a unique set of skills. Being a teleworker, or a virtual employee, means you will experience particular challenges by not being in a centralized office. You can learn to overcome these additional challenges by enrolling in a Telework and Telecommuting training course with PD Training.

During this course, participants will develop knowledge and skills in organisation, planning, management and communication specific to telework and telecommuting. The course offers skills in managing and working in a de-centralized office.

## Outcomes

This Telework And Telecommuting Training Course provides the tools and knowledge to enhance work performance. Participants establish the additional work skills needed to be successful in a work-from-home environment.

**After completing this course, participants will have learned to:**

- Manage time
- Organize and plan
- Develop communication skills
- Solve problems on their own



- Stay motivated
- Use freedom wisely
- Learn accountability
- Recognize and remove bad habits
- Learn from mistakes and avoid repetition
- Build flexibility in schedule
- Build trust and rapport
- Use feedback
- Beat isolation
- Set realistic expectations from family

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## Modules

### Lesson 1: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

### Lesson 3: 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

### Lesson 5: 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

### Lesson 7: Organizing and Planning (I)

- Plan for Additional Stress

### Lesson 2: Core Skills Required

- Self-Management
- Time Management
- Organizing and Planning
- Communication
- Case Study

### Lesson 4: Self-Management (II)

- Recognize and Remove Bad Habits
- Reflect on Mistakes and Learn from Them
- Establish Good Habits
- Be Assertive with Yourself
- Case Study

### Lesson 6: Time Management (II)

- The Urgent/Important Matrix
- Setting and Sticking to Deadlines
- The Glass Jar: Rocks, Pebbles, Sand & Water
- Recognize When You Are Procrastinating
- Case Study

### Lesson 8: Organizing and Planning (II)

- Setting Up Your Home Office



- When to Seek Help
- Being Proactive - Not Reactive
- Establish Priorities & Attainable Goals
- Case Study

- Remove Unneeded or Distracting Items
- When Technology Fails
- Develop a Normal Working Day
- Case Study

### Lesson 9: Communication (I)

- Stay in the Loop
- Use the Correct Medium
- Be Clear and to the Point
- Virtual Communication Can Be Impersonal
- Case Study

### Lesson 11: Additional Challenges

- Building Trust & Rapport
- Feeling Isolated
- Always in the Office
- Lack of or Less Feedback
- Case Study

### Lesson 10: Communication (II)

- Open and Frequent Communication
- Share Your Information
- Have a Collaborative Attitude
- Setting Expectations with Family & Friends
- Case Study

### Lesson 12: Wrapping Up

- Words from the Wise
- Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

**Talk to our expert team**

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