

Help Employees Who Work Remotely Stay Healthy, and Productive

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FREE PREVIEW



Working remotely may not be a dream come true

What Everyone Should Know About Working Remotely

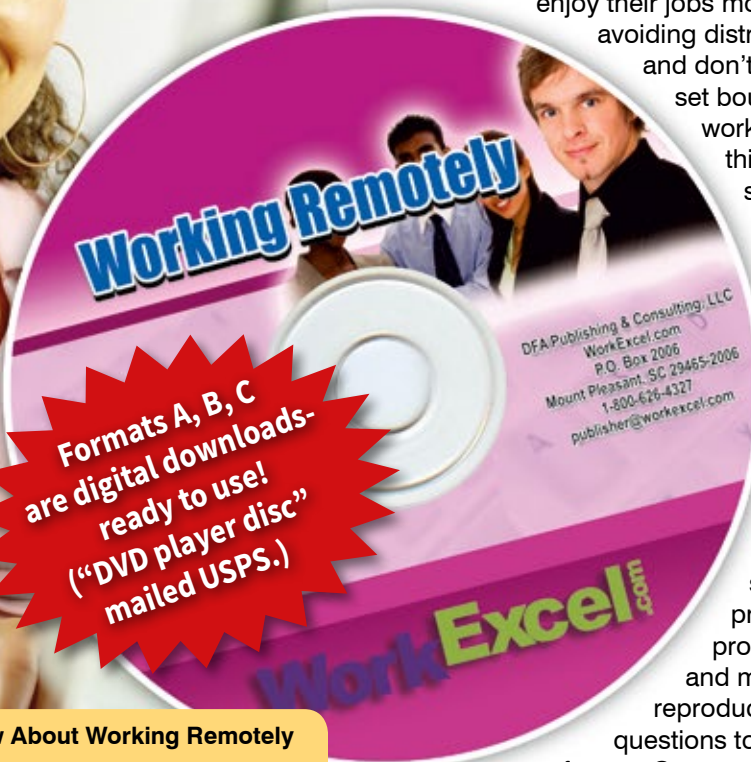
- ✓ Avoiding distractions
- ✓ Overcoming special stressors
- ✓ Set boundaries (and how)
- ✓ Structuring your day
- ✓ Communicate with coworkers
- ✓ Fighting isolation
- ✓ Best practices and biggest mistakes
- ✓ Overcoming the struggles
- ✓ Using the EAP

Here's practical advice to help employees working remotely improve productivity, deal with telecommuting shortcomings, and enjoy their jobs more. Employees learn about

avoiding distractions so they stay focused and don't get behind. And they learn to set boundaries with phrases like, "I'm working right now, can talk about this later", creating checklists, starting the day with the most difficult task, communicating with coworkers, avoiding isolation, using best practices discovered by others, and using the EAP if the going gets tough.

This editable and brandable program (PowerPoint presentation, DVD, video, or self-contained web course) educates employees/supervisors about the content presented. This is a no-fluff program. It is fast moving, practical, and memorable. All formats include a reproducible, editable handout, and test questions to engage learners. Choose any format. Get two media formats and take 50% off

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M241A Web Course*	\$597
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Running time: (A-25 min.) (B,C,D-10 min.)	

*Web courses upload/operate on your Web site

"All the things that seem like a tick in the 'plus' column for working at home can quickly become a 'minus.'"

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