

# Virtual Worker Survival Skills



## The Situation

Recently, organizations have had to increasingly rely on remote employees as a significant portion of their business model. For this arrangement to be successful, employees must be prepared for this non-traditional work setting.

## The Solution

*Virtual Worker Survival Skills* helps today's virtual employees — commonly known as teleworkers, telecommuters, or remote/mobile workers — cope more effectively with the challenges of a nontraditional work setting. It focuses on:

- The benefits and challenges of working remotely
- The importance of discipline
- Getting and staying organized
- Communicating effectively
- Building trusting “remote” relationships
- Accountability and visibility
- Staying connected

This interactive, online eLearning experience is delivered in 6 modules taking about 15 to 30 minutes each to complete.

## Audience

This program is designed for anyone who works from a remote office — whether full-time, part-time, or occasionally.

## Outcomes

Participants will learn strategies to immediately help them optimize their performance and effectiveness in the virtual environment, including:

- Managing their workday and work flow
- Dealing with interruptions, limiting distractions, and maintaining focus
- Sharpening their formal and informal communication skills
- Using technology efficiently and effectively
- Avoiding and managing burnout

## Benefits to Your Organization

- Boost the productivity of your virtual workforce
- Retain in-demand talent
- Improve morale and motivation

## Contact Us Today

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