

Don't Travel - Work Remotely

What to do when it makes sense to stay home

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What To Do When It Makes Sense To Stay Home
is a remotely-delivered class that shows you how to work, collaborate and manage without travelling.

Many of us would like to reduce business travel and commuting, for good reasons:

- Better work-life balance
- Opportunity to work at home
- Reduced CO₂ footprint
- Reduced travel cost and risk
- More efficient collaboration.

If you want to reduce business travel and or commuting, **Don't Travel - Work Remotely** is focused on the key things that managers and professionals need to do if they are to work, collaborate and manage without travelling. How? By giving you insights and best practices distilled from over a decade of experience with remote work and virtual teaming.

LEARN REMOTELY HOW TO WORK REMOTELY

The class is delivered part-time over five days using our LEARNING BY WIRE remote instructional process. You will:

- Receive documentation to retain as a long term resource,
- Discuss your questions and experiences with the instructor and other participants in audio conferences while being guided through the topics,
- Get detailed advice and explore topics as a group in an online discussion forum.

Experience first-hand two of the collaboration technologies that underpin remote working!

CONTENT

The class covers two situations where we can avoid travel. The first is working from an office with people at other locations without travelling to be with them face to face. The second is working from home without regular commuting to the office. You will get answers to questions such as:

- How can I immediately be in control of my new remote situation and help others be in control of theirs?
- How do I make the right use of communication tools in the short term?
- When should I consider travel if I possibly can?
- What tools are available for collaboration in the long term?
- What remote communication skills do I need?
- How do I supervise people without being in daily contact with them?
- How can I help my manager supervise me at a distance?
- What can I do to keep up personal relationships with the people I work with?
- What e-time management practices can I benefit from?
- What pitfalls of working at home can I avoid?
- How can I deal with the expectations of my family when I'm working at home?

WHO SHOULD ATTEND?

This class is suitable for managers and professionals of any level of experience. International participants are welcomed. Numbers are limited to ensure that participants can receive personal attention.

INSTRUCTOR

The class instructor Dr John Gundry is Director and Principal Consultant of Knowledge Ability Ltd, of Malmesbury UK.

John is an experienced practitioner, educator, consultant and author in remote work and management. He has delivered similar classes around the world since 1995. See more about John and Knowledge Ability at www.knowab.co.uk

PUBLIC DELIVERY

John Gundry will deliver **Don't Travel - Work Remotely** as a series of public remote classes in 2007. You do not need to travel to a training venue - the class comes to your office or home. To participate you need a telephone and a computer with Internet access running Adobe Acrobat[®] Reader.

For dates, prices and to register for places please see the relevant booking form.

IN-HOUSE DELIVERY

For more information and to discuss this class for in-house remote or face-to-face delivery, or training and consulting in remote working and virtual teaming, please contact:

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