

Don't Travel – Work Remotely

What To Do When It Makes Sense To Stay Home

Remotely-delivered Training Class

Presented by Dr John Gundry

International expert in remote working

Cut commuting and time in the office

Don't Travel – Work Remotely (What To Do When It Makes Sense To Stay Home) is a remotely-delivered class that teaches you how to work, collaborate and manage without travelling into the office.

Don't Travel – Work Remotely

What To Do When It Makes Sense To Stay Home

Many people want to cut their travel to work and the time they spend in office buildings, for good reasons:

- Reduced travel cost, time and risk
- Avoiding crowded places
- Better work-life balance choices
- Easier to fulfil care obligations
- More productive work at home
- Reduced CO₂ footprint.

If you want to reduce commuting, business travel and time in the office, **Don't Travel – Work Remotely** focuses on the key things you need to do to manage, collaborate and work from home. How? By giving you insights and best practices distilled from over a decade of experience with flexible and remote working.

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,
- Take part in web-based seminars,
- Ask questions and explore topics as a group in an online discussion forum.

Experience first-hand two of the communication technologies that underpin remote working.

Outline

- Introduction to class
- Communication tools and skills
- Management and relationships
- Working at home
- Review and close

Content

You will get answers to these questions and more:

- *What jobs best suit working from home?*
- *What legal rights do I have to request to work from home?*
- *What are the essential and desirable tools for remote communication?*
- *When should I consider travel if I possibly can?*
- *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?*
- *How can I keep up personal relationships with the people I work with?*
- *What are the legal implications of working from home?*
- *What arrangements should my employer make?*
- *What pitfalls of working at home can I avoid?*
- *How should I deal with my family's expectations when I'm working at home?*



Who should attend

This class is suitable for anyone who needs to reduce their commuting, business travel and time spent in the office.

Instructor

Dr John Gundry runs Knowledge Ability Ltd of Malmesbury UK. John is an internationally-experienced practitioner, educator, consultant and author in remote work and management who first worked from home in 1991. He has delivered similar classes around the world to thousands of people from hundreds of organisations.



John contributed to the *IRS Handbook of Flexible Working* and is on the Industry Advisory Board of the *Journal of E-Working*. He co-organised and co-chaired the Australian series of *GOING VIRTUAL* conferences on teleworking and virtual teaming.

For more about John Gundry and Knowledge Ability please see our website.

Public Delivery

John Gundry delivers **Don't Travel – Work Remotely** as a remotely-delivered public class. You do not need to travel to a training venue – the class comes to your office or home. For dates, prices and to register please contact us or see our booking form.

In-House Delivery

To discuss this class for in-house delivery, or to enquire about other training and consulting in flexible and remote working, please contact us.

knowledge ability
WORKING TOGETHER APART

Dr John Gundry, Knowledge Ability Ltd
48 St Dennis Road, Malmesbury, Wiltshire SN16 9BH, UK

T +44 (0)1666 826654

E gundry@knowab.co.uk

W www.knowab.co.uk