

EMPLOYEE ASSISTANCE PROGRAM

THE MANAGER'S GUIDE TO SUPERVISING REMOTE EMPLOYEES

VIRTUAL TRAINING SERIES

Supervising employees who work at remote locations can pose a unique set of circumstances. Though, when done properly, it can decrease employee stress and increase productivity and morale. In this training, you will learn how to shift your thinking related to managing remote workers, ways to measure performance, and how to maintain an effective working relationship with teleworkers.

THURSDAY,
MAY 12, 2022

12:00 - 1:00 p.m.

Registration:

Advanced registration is not required. To view and listen to the live webinar, go to <https://bit.ly/3MahFRV> on the day of the event.

- Event Password: 54R6grdlrrh
- United States Toll: +1-408-418-9388
- Access code: 2633 036 4215

The training will be recorded and available on the website approximately two to three weeks after the live event. To view past trainings, go to eap.calhr.ca.gov. Under Explore Services, click on the program tile for Webinars and Workshops to access the individual training recording, slideshow and handouts, if applicable.

Learning Objectives

- Describe the mind shift needed to successfully manage remote workers.
- Identify qualities that effective teleworkers possess.
- Describe how to measure the performance of teleworkers.
- List strategies to build and maintain a working relationship with a remote employee.

Who Should Attend?

- These workshops are free to state employees and reservations are not required. Seating is on a first come, first-served basis.
- Before planning to attend, employees should ensure supervisor's approval.
- Please provide two weeks notice for special accommodations.

