

Do You Telecommute?



Lake Forest Corporate Education presents: “Successful Telecommuting” Seminar

- Date: Thursday, January 24th
- Times: We offer two sessions:
8 A.M. to Noon OR
1 P.M. to 4:30 P.M.
- Location: Lake Forest Graduate School
of Management
Conway Park
1905 W. Field Court
(between Brunswick and Salton)
Lake Forest, IL 60045
- Fee: \$195 per person
Group discounts available

With the Route 60 construction upon us, you won't want to miss this timely seminar!

For more information or to register, contact Ellen Myers, Lake Forest Corporate Education Account Manager, at 847.574.5224 or emyers@lfgsm.edu.

We look forward to seeing you on January 24th!

Lake Forest Corporate Education 
Accelerate change.

“Successful Telecommuting” Seminar

WORKING PRODUCTIVELY AS A TELECOMMUTER

- > Develop time and task management skills effective in virtual environments
- > Create a presence while working remotely
- > Adopt tips for organizing work outside the traditional office setting
- > Learn tools and techniques to demonstrate work results
- > Identify effective communication practices and how to apply them to daily work
- > Acquire ways to maintain trust with your manager and remain an active team member

WHY ATTEND

Effective telecommuting requires different skill sets. Many employees who have worked in a traditional office setting are not accustomed to the unique demands of working in alternative work locations. Organization and time management are not new to many employees, but when applied to a virtual setting, they take on unfamiliar challenges. Learn what telecommuters need to do to remain effective and efficient.

SEMINAR CONTENT

This content-rich seminar is backed by current academic and best practices research. It covers various skill sets that are needed to be a successful telecommuter. It also covers how to work productively as a telecommuter and how to avoid telework landmines. Learn best practices and how to adopt this work style.

AN ENVIRONMENT WHERE EMPLOYEES SUCCEED

Telecommuters will learn techniques to keep the business, customer, and co-workers first while telecommuting. They will also learn ways to improve working relationships. Our program provides the opportunity to practice using the tools of success and to keep abreast of current telecommuting strategies.

WHO SHOULD ATTEND

This seminar is designed for new and/or seasoned telecommuters seeking to enhance their overall effectiveness and productivity in non-traditional work settings.

SEMINAR DETAILS

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REGISTRATION

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