Telework Training Resources

The following is a list of publicly available telework resources including manager training materials, courses, and webinars.

Federal Government

The federal government has made several legislative commitments to implement telework across federal agencies. The US Office of Personnel Management (OPM) hosts a website of resources to help federal managers and employees understand and implement telework.

Telework.gov

Materials offered include courses for employees to determine whether or not telework is the right fit and strategies for teleworking efficiently. Also offered are courses and webcasts for management training that promote the benefits of telework and walk managers through the process of developing a program.

Telework.gov/training-resources/

The Federal Government's 'One-Stop' Human Resources Career Development Center provides a training and resource center for human resource practitioners and agency managers regarding work-life in the Federal government.

https://hru.gov/Studio_Work-Life/Studio_Work-Life.aspx

General Services Agency

The **General Services Agency (GSA)** an independent agency that provides assistance to the federal government including disaster recovery products and services. The GSA offers telework resources including guidance documents and management courses.

https://www.gsa.gov/governmentwide-initiatives/telework/telework-initiatives-at-gsa/

Minnesota's e-workplace

E-workplace is a program to help introduce Twin Cities metro area employers to telework and its benefits. Free training resources are available including a Telework Toolkit.

https://www.eworkplace-mn.com/

Results-Based Management Resources

A typical preoccupation of managers is that if they 'can't see' their employees, the employees won't produce work. Results-Based Management focuses on measuring an employee's contribution by the work-products generated rather than the time spent at work. This provides many benefits to employees in terms of autonomy, control over time and better time-management. The following are a few resources on Results-Based Management.

Global Workplace Analytics
White paper titled "The Key to Unlocking Talent and Increasing Productivity" (2010). The document provides an argument for shifting management styles to results-based, methods of implementation, and case studies.

http://www.focusintl.com/RBM008-Results-Based-Management.pdf

UN Habitat
Un habitat provides a results-based management handbook.

https://unhabitat.org/?rbm-handbook=part-1-overview-of-rbm

E-work
E-work hosts webinars on measuring and mapping collaborative performance, implementing change, and measuring impacts

https://e-work.com/webinars/