

TO BE CONSISTENT

Clear communication about goal-setting and expectations during a day of teleworking are integral to the success of a formal program.

20% **INCREASED WORKER PRODUCTIVITY**

TO MEASURE SUCCESS

Formal programs should be periodically evaluated to measure the impact to the organization and it's workers, and to identify areas of improvement.

TO DEFINE THE ROLE OF **MANAGEMENT**

Telework is defined as a management prerogative. It is not an entitlement nor typically universally available to all employees.

LOWERED FACILITY COSTS & DEMAND **FOR PARKING SPACES**

TO EXPAND THE PROGRAM

Programs can be expanded only if there are specific policies & procedures in place so that adding more participants to the program flows as seamlessly as possible.

WHY **FORMALIZE** TELEWORK

A formal telework or alternative work hours program provides the policies, procedures and training to ensure positive results for your organization and its employees.







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2-4 DAYS **REDUCED EMPLOYEE ABSENTEEISM**

TO DEFINE A PROCESS & **DEVELOP A POLICY**

Offer a process for selecting candidates, the criteria for iob selection, and customized policies defining the conditions.

TO OFFER TRAINING

Training gives all participants an understanding of telework parameters, policies, selection criteria, and provides a forum for questions & concerns.

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TO DEFINE **CLEAR EXPECTATIONS**

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TO MEASURE **SUCCESS**

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