

EMPLOYEE ASSISTANCE PROGRAM

MANAGING AND SUPPORTING REMOTE EMPLOYEES DURING UNCERTAIN TIMES

VIRTUAL TRAINING SERIES

Supervising staff who work at remote locations can pose a unique set of circumstances. This is especially the case with sudden, large-scale remote-working situations such as the pandemic we are currently experiencing. However, when done thoughtfully, it can decrease stress and increase productivity and morale. In this training, you will learn how to support individuals while shifting your thinking related to managing remote workers, ways to measure performance and how to maintain an effective working relationship with teleworkers.

**TUESDAY,
NOVEMBER 10, 2020**

12:00 - 1:00 p.m.

Registration:

Advanced registration is not required. To view and listen to the live webinar, go to <http://magellanhealth.adobeconnect.com/rv7vd61ec8gi/> on the day of the event.

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 employees' strengths and weaknesses related to teleworking.
- Describe how to measure the performance of teleworkers.
- List strategies to build and maintain working relationships with remote employees.

Who Should Attend?

- These workshops are free to state employees.
- Before planning to attend, employees should ensure supervisor's approval.
- Please provide two weeks notice for special accommodations.

