

## EMPLOYEE ASSISTANCE PROGRAM

# NAVIGATING TELEWORKING DURING UNCERTAIN TIMES

## VIRTUAL TRAINING SERIES

There can be many benefits to teleworking including decreased stress and increased productivity and morale. While there are definite advantages to teleworking, the rapid changes associated with large scale moves to work at home during the pandemic are not ideal. In this training, receive support as you explore strategies and tips for successful teleworking.

**MONDAY,  
NOVEMBER 16, 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](http://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

- Define teleworking.
- Discuss the benefits to teleworking.
- Name the qualities needed to be a successful teleworker.
- Identify strategies for adapting to working remotely.

### 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.

