

Telework Toolkit

Best Practices

Name	Description	Type	Location	Asset ID
Time and Attendance	In this course, you will learn about your role in managing employee time and attendance records, as well as tips for managing remote employees.	WBT (30 mins)	eLMS	FAA01200421
Telework for Government Employees	This course provides telework guidelines for federal employees. It explains how to determine whether telework is a viable option for you, and how to prepare for a successful teleworking experience. This course also provides instruction on the best practices for teleworking, and how to manage the challenges associated with telework.	Course (1 hour)	Skillport	fgov 01 a28 lc enus
Preparing for Telework	This job aid discusses the steps you can take to prepare for a teleworking arrangement.	Job aid	Skillport	fgov 01 a67 lc enus jafgo v 01 a67 lc enust901
Teleworking Best Practices	This job aid covers the three best practices to apply when teleworking, such as managing expectations, managing work, and safeguarding data.	Job aid	Skillport	fgov 01 a28 lc enus sbfgo v 01 a28 lc enus017017
Managing Communications in a Virtual Team	The manager of a virtual team must master excellent communication and understand the importance of virtual presence technologies. Learn how the manager of a virtual team can improve team communication and collaboration.	Course (6 min)	Skillport	_pc bi mgbi001

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Collaborating

Name	Description	Type	Location	Asset ID
Establishing Effective Virtual Teams	In this course, you'll learn about teamwork and team leadership when working on a virtual team. You'll cover remote management and tactics for communication, assessment, and meetings for virtual teams.	Course (30 mins)	Skillport	ald_06_a01_bs_enus
Contributing as a Virtual Team Member	In this course, you'll learn how to develop the skills you need to show team leadership and be an effective member of a virtual team. You'll explore personal traits that are useful when working on a team remotely. You'll also learn strategies to stay connected with other team members, and ways to manage your time and overcome the challenges associated with managing teams remotely.	Course (18 mins)	Skillport	bs_atm04_a01_enus
Virtual Meetings That Work	This video talks about how virtual meetings are infamous for their bad behaviors and poor participation, but there is a better way.	Video (2 min)	Skillport	104221
Leading a Virtual Collaborative Team	This video covers collaboration based on trust. Invest time for team members to get to know each other virtually or, better, in person.	Video (3 min)	Skillport	49868

Leading

Name	Description	Type	Location	Asset ID
Leading Virtually	This course will provide strategies and techniques for using modern collaboration technologies to leverage the benefits of virtual teams and overcome their inevitable challenges.	Course (43 mins)	Skillport	bs_ald07_a09_enus

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Taking the Lead with Workplace Motivation and Engagement	The best leaders are masters in workplace motivation and engagement. In this course, you will learn the characteristics of motivation and engagement, as well as techniques for optimizing both. You will also learn techniques for motivating and engaging yourself and others, in both onsite and remote situations.	Course (20 mins)	Skillport	bs_apd27_a01_enus
Managing a Virtual Team	This job aid can be used to review the guidelines for managing a remote team.	Job aid	Skillport	ald_06_a01_bs_enus_jaald_06_a01_bs_enust801
Face-to-Face Versus Virtual Management	This video discusses how leaders who switch from face-to-face meetings to virtual meetings can't see the behaviors that indicate people are disengaged, such as the sound of someone typing on their laptop. Leaders should discuss with their team the rules that apply during meetings.	Video (2 min)	Skillport	78964
Leading More Effectively Remotely	This video discusses how leading remote teams starts with becoming a great leader and includes using and modeling the right technologies at the right time.	Video (4 min)	Skillport	132576
Leading Virtual Meetings	This video gives tips on how to engage people during a virtual team using different techniques.	Video (3 min)	Skillport	96453
Leading Effectively in a Virtual Environment	This video describes how to lead effectively in a virtual environment starting with how the leader comes across and using media that makes it easy to work collaboratively.	Video (3 min)	Skillport	77705
Managing a Virtual or Matrix Team	In this video they talk about the principles of managing a virtual or matrix team.	Video (2 min)	Skillport	115271

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Overcoming Challenges

Name	Description	Type	Location	Asset ID
Facing Virtual Team Challenges	Virtual teams can face the same difficulties as other teams, but also have unique challenges. In this course, you'll learn how to handle challenges facing your team, and how to evaluate your own style.	Course (27 mins)	Skillport	ald_06_a02_bs_enus
Overcoming Telework Challenges	This job aid discusses four strategies you can use to overcome challenges specific to telework.	Job aid	Skillport	fgov_01_a67_lc_enus_jafgo_v_01_a67_lc_enust2501
Teleworking Challenges	This job aid discusses the different challenges you might face when teleworking.	Job aid	Skillport	fgov_01_a28_lc_enus_sbfgo_v_01_a28_lc_enus017018