Successfully implementing teleworking in your company

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PL-71   2 Days (14 Hours)

Description

This internship will allow you to acquire the main techniques for implementing teleworking in your company. You will understand the different facets, in particular the actors involved, the remote management of a teleworker and the use of mobile tools.

Who is this training for ?

For whom

Any employee required to implement teleworking, to work remotely or to manage an employee working remotely. Human ressources. Managers, managers and project managers.

Prerequisites

Aucune

Training objectives

- Know the legal framework and the different types of teleworking
- Manage the organization of work and time of a teleworking team
- Establish quality communication, even remotely
- Take into account company stakeholders and health obligations and security

Training program

L'évolution et le cadre légal du télétravail

- Definition of teleworking.
- Teleworking and time sharing.
- Development of teleworking in France and elsewhere.
- Legal framework in full evolution.
- National Interprofessional Agreement (ANI) on teleworking.
- Recent case law on teleworking.
- Addendum to the employment contract.
- Exercise: Take a quiz on the legal aspects of teleworking.

Les différentes facettes du télétravail

- When the employee works at home.
- Coworking, telecenter.
- Robot portrait of the teleworker.
- Professions concerned in his company.
- Main obstacles and advantages of teleworking.
- Main advantages of teleworking.
- Teleworking, another way of working.
- Exercise: Respond to a project management tool to determine the challenges of this approach and the representation of teleworking in your company.

Manager à distance

- Role of the manager of a teleworker.
- Robot portrait of the ideal manager for remote management.
- Implement teleworking in a team already in place .
- Recruit a team.
- Manage a mixed sedentary and teleworking team.
- Manage your entire team remotely.
- Lead a internal network: the main rules.
- Interest of operating in a network: developing collaborative work and tools.
- Exercise: Provisional planning of major stages with the participants according to their management context.

Les outils et les acteurs impliqués

- Use of nomadic tools.
- Advantages of Web 2.
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- Securing the data in question.
- Set up an Internet Charter.
- Set up a teleworker: choice of location and mode of communication.
- Organization of work.
- Professional life balance / private life.
- Stakeholders involved: vision of managers, Human Resources department, Staff Representative Bodies.
- Exercise: Team game on the benefits of teleworking in his company.
- Mapping the actors of his company.