

	PRODUCT SHEET	Identification : Trainevo-Ficheprod-01
		Revision Date: 11/2021
		Version number: 01

Title of the training: Management of telework for decision-makers

This training allows business decision-makers to assess the risks and opportunities of teleworking in order to implement the necessary preventive actions and ensure compliance with the work-life balance and the company's performance.

Reference:	Category:	Duration:
Trainevo-022022-RH-01	Human resources	4H
Language(s):	Training organization:	Nb of participants (min):
French		6

Objectif(s)

- Understand the issues related to teleworking.
- Identify and assess the risks and opportunities related to the implementation of teleworking.
- Implement the necessary prevention actions to control risks & seize opportunities.
- Ensure that work-life balance is respected.

Program

1. The challenges related to the implementation of telework
2. The regulatory framework for telework
3. The necessary basic knowledge about teleworking
4. The risks and opportunities of teleworking
5. The actions to be put in place to prevent risks and seize opportunities
6. Concilier personal and professional life for better performance
7. Evaluation of telework-related performance and continuous improvement

Method

The participatory presentation, integrating a methodology and implementation tools, facilitates the acquisition of skills.

Target audience

Managers, HR, Department Heads, Designated Workers, HSE/QSE/OHS Manager.

Evaluation :

Certificate of training