

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

Title of the training: Management of telework for employees

This training allows to raise awareness among all the company's employees about the prevention of risks and opportunities related to teleworking.

Reference:	Category:	Duration:
Trainevo-022022-RH-02	Human resources	4H
Language(s):	Training organization:	Nb of participants (min):
French		6

Objectif(s)

Acquire basic knowledge about teleworking.
Identify and prevent risks and opportunities related to teleworking.
Better reconcile professional and private life.

Program

- 1-The necessary basic knowledge about teleworking
- 2-The legal framework relating to telework
- 3-The risks and opportunities related to teleworking
- 4-Prevention actions to control risks & opportunities
- 5-Sharing of experience & good practices

Method

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

Target audience

All employees.

Evaluation

Certificate of training