

“Managing Performance from a Distance”

Attend this half-day seminar for managers of telecommuters, and learn to:

- > Build and improve customer, peer and supplier relationships when not face-to-face
- > Adopt a more results-oriented management style
- > Lead virtual teams and projects on time and on budget
- > Create communication practices
- > Assess progress and performance
- > Select high-performing staff suited to telecommuting

WHY ATTEND

While telecommuters can provide unparalleled benefits to organizations, they often present unfamiliar challenges to managers who are not prepared for the realities of getting things done at a distance. Managers will need to adapt from line-of-sight managing styles to results-oriented management while utilizing technological and organizational innovations.

SEMINAR CONTENT

This content-rich seminar is backed by current academic and best practices research. It covers characteristics of effective telecommuters, communication strategies, guiding principles, evaluating performance, best practices in scheduling and how to adapt to this work style.

AN ENVIRONMENT WHERE EMPLOYEES SUCCEED

Managers will learn techniques to keep the business, customer, and co-worker needs first while not defining performance by physical presence. This can lead to stronger employee retention and increased productivity, and also allows employees to manage their lives outside of work.

WHO SHOULD ATTEND

This program is for managers who are direct supervisors of telecommuters, and who want to learn strategies, best practices and how to avoid the potential problems in managing from a distance.

SEMINAR DETAILS

We are offering this seminar on three different dates:

- > Tuesday, September 29, 2009
- > Tuesday, October 27, 2009
- > Tuesday, November 17, 2009

8:00 a.m. to 12:00 noon

Lake Forest Graduate School of Management
1905 W. Field Court
Lake Forest, IL 60045

REGISTRATION

Seminar fee: \$225 per person. Group discounts available.

PLEASE NOTE

Programs can be customized and delivered on-site at your organization.

To register or for more information, contact Ellen Myers, Lake Forest Corporate Education Account Manager, at 847.574.5224 or emyers@lfgsm.edu.