

## Success Strategy for a Telework Program



Here is the “Success Strategy for Training Employees” checklist. Follow it for advice on who and what to include in your telework training,

Step 1: Identify your training audiences

Step 2: Hold pre-telework training sessions for your larger audience

Step 3: Hold pre-telework training sessions for your teleworkers

Step 4: Hold ongoing training sessions for your teleworkers

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