

Telework Training

Telework is an important and attractive work option for the Federal Government and its employees. Telework arrangements will be of vital importance to supervisors and employees if a pandemic health crisis occurs. To support the new *Guide to Telework in the Federal Government* the Office of Personnel Management has developed training for managers, supervisors, and employees who wish to learn how to make the most of telework arrangements.

The training adds further modules to the existing “Telework 101 for Managers: Making Telework Work for You” and the companion course for employees, “Telework 101 for Employees: Making Telework Work for You.”

The new sections cover:

- (1) What is a Pandemic?
- (2) Recent Government Policy
- (3) How Can Telework Help Prepare Me in the Case of a Pandemic Health Crisis?

Both the manager and employee courses are available via the joint OPM/GSA Website <http://www.telework.gov/courses>.