

Supervisor Dos and Don'ts of Teleworking

Do

- Trust your teleworker.
- Encourage good organizational skills.
- Continue developing skills in your teleworkers.
- Require participating in: the surveys and evaluation process.
- Encourage goal setting.
- Give appropriate and timely feedback.
- Take the time to plan.
- Manage by measuring results.
- Communicate regularly
- Use teleworking as an opportunity to strengthen your management skills.
- Be flexible; use your creativity to achieve optimum results from the program.
- Expect the program to evolve and change. Take teleworking very seriously.
- Delegate assignments equitably among your teleworkers and your non-teleworking employees.
- Plan meetings when your teleworkers can participate.
- Include your teleworkers in day-to-day activities.
- Schedule regular status reports.
- Understand and use the Telecommuter's Agreement.
- Be prepared if teleworking does work well to allow the employee greater frequency of teleworking.
- Be prepared if teleworking doesn't work well to allow the employee to terminate participation in the program
- Allow the unsuccessful teleworker to terminate participation in the program.

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Supervisor Dos and Don'ts of Teleworking, Continued

Don't

- Don't call your teleworker every hour to check on progress.
 - Don't ask for constant status reports
 - Don't expect unrealistic deadlines for projects.
 - Don't neglect problems.
 - Don't ignore your teleworker.
 - Don't set unattainable goals.
 - Don't manage by closely supervising.
 - Don't expect perfection, there will be adjustments.
 - Don't give teleworking a bad name.
 - Don't expect everyone to be a successful teleworker.
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