



Telework and Telecommuting

SEHG-CD-7411 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Working in a home office requires a unique set of skills. Teleworkers or virtual employees have additional challenges created by not being in a centralized office. Communication issues alone make it a challenging job, and recognizing these challenges will help your participants become great teleworkers. Through Telework And Telecommuting your employees will see a great improvement in their performance and well-being. Being a teleworker does have the advantages of flexible schedules, no commute, and saving the company money. Your participants will establish the additional skills needed to be successful in their work from home environment. Career Development course: Telework and Telecommuting.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Know the skills required for working outside the office
- Learn keys to proper self-management
- Learn ways to manage time efficiently
- Know different methods of organization and planning
- Identify various forms of communication and their proper use
- Address and resolve challenges that teleworkers can face

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Core Skills Required**
 - Self-Management
 - Time Management

- Organizing and Planning
- Communication
- **Module 3 — Self-Management (I)**
 - Solving Problems on Your Own
 - Being and Staying Motivated
 - You Have More Freedom – Don't Abuse It
 - You and Only You are Accountable
- **Module 4 — Self-Management (II)**
 - Recognize and Remove Bad Habits
 - Reflect on Mistakes and Learn from Them
 - Establish Good Habits
 - Be Assertive
- **Module 5 — Time Management (I)**
 - Build a Little Flexibility into Your Schedule
 - Identify and Remove Time Wasters
 - Working with Time Zones
 - Using Free Time Wisely
- **Module 6 — Time Management (II)**
 - The Urgent/Important Matrix
 - Setting and Sticking to Deadlines
 - The Glass Jar: Rocks, Pebbles, Sand and Water
 - Recognize When You Are Procrastinating
- **Module 7 — Organizing and Planning (I)**
 - Plan for Additional Stress
 - When to Seek Help
 - Being Proactive – Not Reactive
 - Establish Priorities and Attainable Goals
- **Module 8 — Organizing and Planning (II)**
 - Setting Up Your Home Office
 - Remove Unneeded or Distracting Items
 - When Technology Fails
 - Develop a Normal Working Day
- **Module 9 — Communication (I)**
 - Stay in the Loop
 - Use the Correct Medium
 - Be Clear and to the Point
 - Virtual Communication Can Be Impersonal
- **Module 10 — Communication (II)**
 - Open and Frequent Communication
 - Share Your Information
 - Have a Collaborative Attitude
 - Setting Expectations with Family and Friends
- **Module 11 — Additional Challenges**
 - Building Trust and Rapport
 - Feeling Isolated
 - Always in the Office
 - Lack of or Less Feedback
- **Module 12 — Assessment**
- **Module 13 — Wrapping up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-CD-7411 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.