

Telecommuting

DUMMIES



A Reference for the Rest of Us!

Telecommuting For Dummies

BM King

Telecommuting For Dummies:

Telecommuting For Dummies? Minda Zetlin, 2001-06-15 This friendly guide gives you thorough information on which industries fields regions etc are most amenable to telecommuting You ll find great tips on how to set up a home office and deal with the interruptions that arise when working at home Plus you get expert advice on how to stay involved and move ahead in your career Telecommuting For Dummies outlines the characteristics necessary to be a good telecommuter and the types of jobs that fit the telecommuting lifestyle as well as the benefits and disadvantages of telecommuting related to those jobs And once you ve decided that telecommuting is for you this book even addresses how to broach the subject with your manager Telecommuting For Dummies is the most comprehensive resource for the more than 40 million workers all over the world who telecommute This book gives you all the necessary information for switching from cubicle to home office while still advancing in your career status **Virtual Teams For Dummies** Tara Powers, 2018-07-04 Set your virtual team on a path to success In the global marketplace people can work practically anywhere and anytime Virtual teams cut across the boundaries of time space culture and sometimes even organizations Rising costs global locations and advances in technology are top reasons why virtual teams have increased by 800 percent over the past 5 years Packed with solid advice interviews and case studies from well known companies who are already using virtual teams in their business model and their lessons learned Virtual Teams For Dummies provides rock solid guidance on the essentials for building leading and sustaining a highly productive virtual workforce It helps executives understand key support strategies that lead virtual teams to success and provides practical information and tools to help leaders and their teams bridge the communication gaps created by geographical separation and achieve peak performance Includes research findings based on a year long study on the effectiveness of virtual teams Mindset and skill shift for managers from old school traditional team management to virtual team management Covers the communication and relationship strategies for virtual teams Examines how the frequency of in person meetings affects a remote team's success Written by an award winning leadership expert this book is your one stop resource on creating and sustaining a successful virtual team Managing For Dummies Bob Nelson, Peter Economy, 2011-03-10 Being a manager can be an intimidating and challenging task Managing involves teaching new skills to employees helping land a new customer accomplishing an important assignment increasing performance and much more The process of management can be very challenging at times but it can also bring you a sense of fulfillment that you never imagined possible Organizations rely on managers to make the most out of situations and get the best possible results Managing For Dummies 2nd Edition is perfect for all levels of managers This clearly written easy to understand guide will help anyone to Hire talented employees Master skills such as conflict resolution and coaching Initiate change and deal with resistance to change Set and communicate your goals Motivate employees to go above and beyond expectations Discover real life solutions to the most common situations that supervisors and managers face solutions that stand up over time and can be

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advice on hiring the right staff building effective teams resolving office politics and maintaining your own work life balance Inside you II find examples and guidance to help you identify the styles of management you need to succeed and to deal with the challenges of being a manager today Be the best learn great techniques for coaching mentoring and inspiring your employees to perform at their best Get to the point set goals and targets and discover how to manage people and projects Connect with others use effective communication skills and discover the best ways to convey your messages Get political assess a wide range of management risks and learn key techniques for dealing with office politics Become a 21st century manager harness the power of technology and use it to help with budgeting and accounting Open the book and find How to take the first steps into management Advice on being a truly great interviewer Techniques on developing and mentoring employees Guidance on juggling priorities Why understanding your stakeholders is vital A guide to 21st century functions of management Learn to Use the latest management techniques tools and technology Develop leadership skills and integrate them into your management style Manage a business and team through difficult times Become a great global manager

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