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Author of The Computer Times Blog

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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

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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

Working After Retirement For Dummies Lita Epstein,2007-02-26 The friendly guide for retirees who want to get back into the workforce More than 76 million baby boomers will begin retiring in 2011 Eighty percent of boomers expect to continue working past the age of 65 due to financial and healthcare concerns seniorcitizensguide.com 1 06 Working After Retirement For Dummies shows retirees and workers approaching retirement age how to stay in the workforce and thrive after 65 or get back into the workforce after retirement The book covers new job searching and resume writing how to overcome employer myths about retirement age workers and the flexibility of various career options from telecommuting to job sharing In addition it also covers nontraditional job search methods that work particularly well for seniors Even retirement age workers who just want to volunteer their time will find helpful

straightforward advice on getting back to work at any age **Motivating Employees For Dummies?** Max Messmer,2011-05-04 Motivating Employees For Dummies shows business leaders how to communicate effectively with employees increase their sense of responsibility and promote excellent teamwork Full of creative solutions to almost every kind of day to day situation this handy guide offers everything business leaders need to increase employee performance and morale Whether you re the CEO of a Fortune 500 company the owner of a mom and pop shop or a manager with just a handful of employees under you Motivating Employees For Dummies shows you how to get more effort and production from employees without threats or intimidation For anyone who needs to understand and master simple effective motivational techniques this book covers all the bases Learn to communicate with employees Provide a strategic vision that motivates others Create a dynamic inspiring workplace and corporate culture Show employees you care Establish a mentoring program Design a fair and motivational compensation scheme Encourage workplace diplomacy not politics Expert author Max Messmer Chairman and CEO of the world s largest specialized staffing firm reveals the secret and not so secret tricks to motivating employees in a positive manner From communication to compensation and everything in between he covers all the angles giving you the tools and techniques you need to get fair effort for fair pay from the people who work for you Inside you ll find how to See how your firm rates in employee motivation Establish values and ethics your people can believe in Encourage and manage employee feedback and suggestions Foster creativity and open thinking Choose the right medium for communicating with employees Manage the appraisal process Recognize and reward effort and success Understand and promote true teamwork Manage motivation through downsizing or mergers Deal with negative attitudes and habitual

behaviors Today it is more important than ever that business leaders find effective employee friendly ways to motivate their people This handy guide offers all the tools and ideas you need to keep your employees happy and productive

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Table of Contents Telecommuting For Dummies

1. Understanding the eBook Telecommuting For Dummies
 - The Rise of Digital Reading Telecommuting For Dummies
 - Advantages of eBooks Over Traditional Books
2. Identifying Telecommuting For Dummies
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Telecommuting For Dummies
 - User-Friendly Interface
4. Exploring eBook Recommendations from Telecommuting For Dummies
 - Personalized Recommendations
 - Telecommuting For Dummies User Reviews and Ratings
 - Telecommuting For Dummies and Bestseller Lists
5. Accessing Telecommuting For Dummies Free and Paid eBooks
 - Telecommuting For Dummies Public Domain eBooks
 - Telecommuting For Dummies eBook Subscription Services
 - Telecommuting For Dummies Budget-Friendly Options

6. Navigating Telecommuting For Dummies eBook Formats
 - ePub, PDF, MOBI, and More
 - Telecommuting For Dummies Compatibility with Devices
 - Telecommuting For Dummies Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Telecommuting For Dummies
 - Highlighting and Note-Taking Telecommuting For Dummies
 - Interactive Elements Telecommuting For Dummies
8. Staying Engaged with Telecommuting For Dummies
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Telecommuting For Dummies
9. Balancing eBooks and Physical Books Telecommuting For Dummies
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Telecommuting For Dummies
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Telecommuting For Dummies
 - Setting Reading Goals Telecommuting For Dummies
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Telecommuting For Dummies
 - Fact-Checking eBook Content of Telecommuting For Dummies
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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