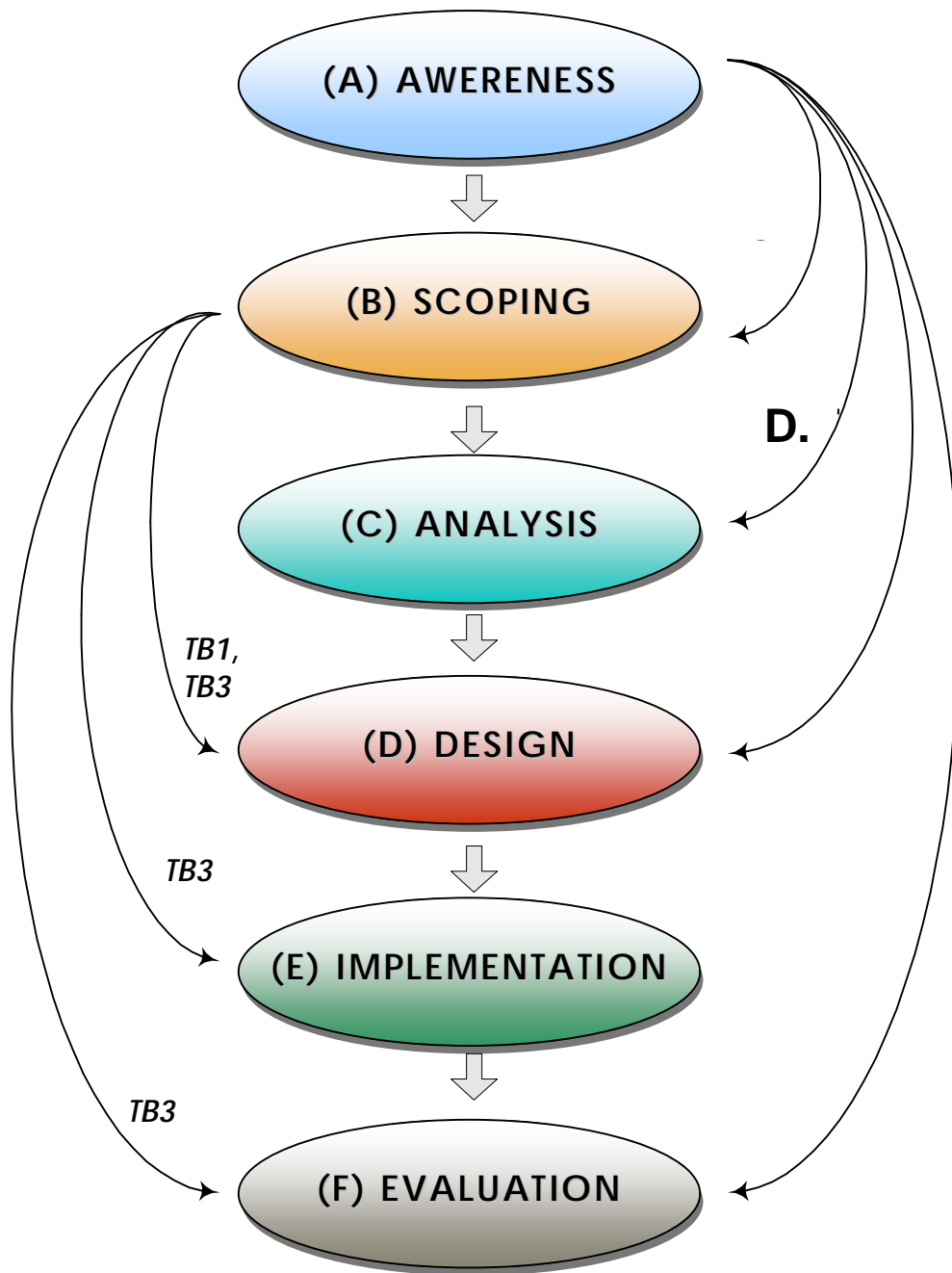


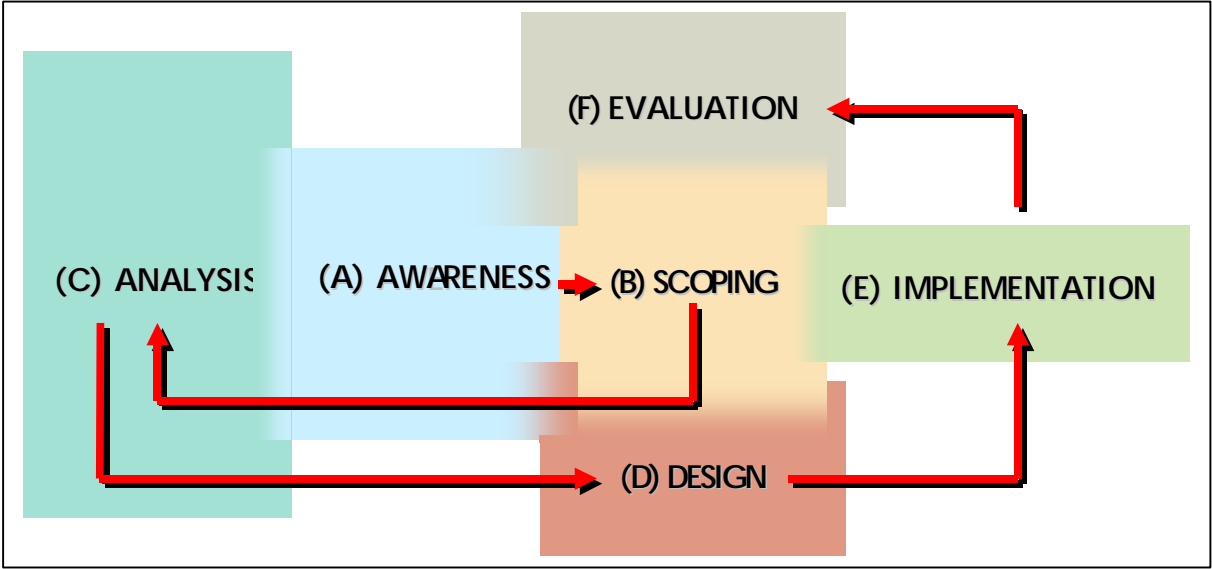


PRODUCT 4 - Common Product - Draft Version

This **draft** methodology which was co-developed by the Work Research Centre Ltd, Ireland, METAQUA, Germany and The Technical University of Crete, Germany. An illustration of the process of implementing teleworking, supplemented by appropriate tools is presented below.

Should you wish to find out more about this Common Product please do hesitate to contact Marie Therese Fanning, Email mt.fanning@wrc-research.ie or Tel. +353-1-4927042.





A. Awareness

<i>PHASE</i>	<i>TASK</i>	<i>TOOLS</i>
AWARENESS	INFORMATION	(TA1) General Information Leaflet
	MOTIVATION	(TA2) Management & employees information and motivation
		(TA3) General management information and motivation
		(TA4) Analysis
	TRAINING	(TA5) Basic information for managing telework
		(TA6) Assessment of teleworkers' training needs
		(TA7) Management by objectives (How to manage the relationship, Goal setting, Communication, Negotiation)
		(TA8) Self-management
		(TA9) Distance learning course