MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Investment and Career Development

Telework and Telecommuting

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2868	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

This practical course equips public sector employees, NGO staff, and organizational leaders with the tools and strategies needed to thrive in remote work environments. Delivered by Magna Skills, the course focuses on the implementation of telework policies, productivity tools, digital collaboration, and maintaining accountability and engagement while working from home or remote locations.

Participants will gain actionable insights on managing hybrid teams, using secure technology platforms, and building a resilient remote work culture that supports organizational goals.

Course Outcomes

- Understand the foundational principles and benefits of teleworking and telecommuting in the public and NGO sectors.
- Develop and implement clear remote work policies and procedures tailored to organizational needs.
- Use digital collaboration and project management tools to enhance productivity in virtual teams.
- Apply strategies to monitor performance, ensure accountability, and maintain effective communication remotely.
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Cultivate a supportive remote work culture that promotes work-life balance, inclusion, and employee well-being.

Course Outline / Curriculum

1. **Introduction to Telework and Telecommuting**
   - Definitions, benefits, and global trends
   - Key differences and applications in government and NGO settings
2. **Establishing a Remote Work Policy**
   - Legal, HR, and operational considerations
   - Setting expectations, availability, and data security
3. **Digital Tools for Remote Collaboration**
   - Overview of Microsoft Teams, Zoom, Google Workspace, Trello, Slack
   - Selecting tools that fit your team’s workflow
4. **Time Management and Self-Discipline in a Remote Setting**
   - Creating personal routines and time-blocking techniques
   - Avoiding distractions and digital fatigue
5. **Performance Monitoring and Accountability**
   - Setting measurable goals and KPIs
   - Tools for task tracking and reporting
6. **Effective Virtual Communication**
   - Email etiquette, video meeting protocols, and instant messaging norms
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- Building trust in virtual conversations

7. **Cybersecurity and Data Protection in Remote Work**
   - Protecting sensitive information
   - Using VPNs, secure file-sharing, and access control
8. **Managing Remote and Hybrid Teams**
   - Leading inclusively and equitably
   - Motivating and engaging geographically dispersed staff
9. **Work-Life Balance and Employee Wellness**
   - Mental health strategies for teleworkers
   - Promoting wellness and avoiding burnout
10. **Future of Work: Sustaining Remote Work Culture**

- Hybrid work models and adaptive workplaces
- Embedding flexibility and resilience into the organizational culture

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templatesand methods they canapply immediately atwork.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability andservice delivery.

Sponsor-Friendly

This document isdesigned to helpsupervisors, HR units andsponsors approve delegate participation quickly.

ProfessionalRecognition

Delegates receivetraining documentationand a certificate ofcompletion aftersuccessful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairob

Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online

View Full Course Page

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Telework and Telecommuting
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____