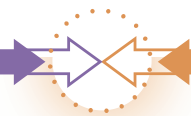


Gain the skills you need to effectively communicate, coach,
and counsel remote workers when you attend ...

Managing OFF-SITE EMPLOYEES

Critical communication and management
how-to's for ensuring off-site employees are
motivated and performing at their peak



Today, virtual offices allow people to work anywhere, anytime. But supervising off-site employees presents a whole new set of challenges for managers. Attend this powerful one-day seminar and learn how to ...

SEE PAGE 5

**FOR HOT LEGAL
ISSUES YOU MUST
KNOW ABOUT
OFF-SITE
EMPLOYEES!**

- Maintain a productive rapport with every off-site worker
- Ensure compliance with tricky federal regulations regarding remote employees
- Make today's technology a productive tool for your employees and not an out-of-control distraction
- Overcome the urge to micromanage people you don't see at the office every day
- Demand – and get – maximum efficiency and productivity
- Keep your off-site employees feeling like they're part of the team
- And much, much more!

Enroll online at www.NationalSeminarsTraining.com or call 1-800-258-7246!

Managing employees is difficult – MANAGING OFF-SITE EMPLOYEES IS TWICE AS HARD!

Get the specialized skills you need to effectively manage employees from a distance.

You deal with tremendous obstacles when it comes to managing employees you rarely (and sometimes never) see face-to-face. From technology issues to personnel law, you face challenges other managers don't have to think about. Not to mention, you're under intense pressure to keep your remote employees on-target and ahead of the game. It takes a unique manager with specialized skills to get the job done!

Uncover the latest strategies for motivating, coaching, and boosting productivity among your off-site employees!

Today's technology makes telecommuting or working from a remote location easier than ever – with individuals and teams collaborating daily from the road, from home, at customer sites, and even from other countries. But, it also presents many more challenges for managers, just like you, whose jobs depend on the productivity of people they see infrequently – or not at all!

In just one day, you'll learn how to use today's technologies (like e-mail, tele- and videoconferencing) to your advantage. You'll discover leadership skills that keep your remote employees motivated, on task, and on time with every project, even though you're not there. You'll also learn how to:

- ➔ Monitor the actions of off-site employees without coming off like a tyrant
- ➔ Identify red flags that indicate trouble – even when you're 1,000 miles away
- ➔ Create a self-sufficient team that runs like clockwork while still keeping yourself completely "in the loop"
- ➔ Establish a mutual feeling of trust and respect that sends morale – and productivity – soaring
- ➔ Remain 100% compliant with key employment laws that trip up other managers and can lead to costly lawsuits, judgments, and fines!

You have the power to break through the barriers that halt off-site employees' success.

When you leave this session, you'll be armed with powerful techniques, valuable tools, and more "dos and don'ts" than you can count. You'll be a manager with your finger on the pulse of everything going on around you – and someone who can always be counted on when times get rough! Don't let this amazing learning opportunity pass you by. **Enroll today!**

You should attend if you ...

- Have a specific problem or challenge and you need solutions for how to address it
- Need new ideas and techniques for motivating your remote employees so they know they're a part of the team
- Feel like you aren't getting the most from your employees
- Want to learn how to use e-mail, telephone, and video communication to your advantage
- Want your remote employees to be independent and self-sufficient
- Need a legal update on personnel law and how it applies to remote workers
- Find getting information (and sometimes work) from off-site employees is harder than it should be

Get real-world solutions and practical how-to's guaranteed to take the pain and frustration out of managing off-site employees so you can watch your team grow and succeed! **Enroll today!**

REALITY CHECK ... Do These Situations Sound Familiar to You?

When it comes to managing your off-site and remote employees, do you ...

YES NO

- Ever worry that they're spending as much time playing as they are working?
- Feel that one of your star off-site employees isn't performing as well as he used to, but aren't sure how to turn him around?
- Wonder if they're really telling you the whole truth about what is happening at their locations?
- Want an easier and more reliable way to track employee schedules and work progress?
- Regret that your remote employees don't feel more connected to the team?
- Cringe at the mountain of e-mail and voice mail you get from your off-site employees every week?
- Realize that you've gone days ... maybe even weeks ... without checking in with your remote employees?
- Think that an unannounced visit might reveal a lot more to you than one that's planned?
- Question how in the world you can give effective performance reviews or coaching and counseling sessions over the phone when it's not feasible for you to hop a plane and do them?
- Worry that there will come a time when you need to communicate with employees during an emergency, but won't be able to do so?
- See an unexpected rise in turnover at remote sites that previously were rock-solid, but you can't explain why?

If even one of these situations sounds familiar to you, you won't want to miss this event! You'll get real-world strategies and techniques guaranteed to make managing off-site employees 100 times easier! **But you have to enroll today! With the number of remote workers soaring, this seminar sells out – FAST!**

"I cannot imagine how difficult it would be to succeed without this valuable tool."

– K. Barth,
Operations Supervisor

"I picked up invaluable points that will help me be a better supervisor."

– E. Watson,
Supervisor

"Very practical. Things I can take back and easily use at work tomorrow."

– T. Cummins-Yorke,
Service Supervisor

"The trainer was very knowledgeable and provided some great real-world examples."

– A. Annesi,
ECC Site Manager

"Very organized and straight forward."

– D. Clark,
Office Manager

"... taught some ways to deal with employees that were much better than my old methods."

– F. Colley,
Manager

"More managers – even those with experience – need to participate in this workshop!"

– M. McAlexander,
Instructor

YOUR WORKSHOP AGENDA

Workshop Hours: 9 a.m. to 4 p.m. • Registration begins at 8:30 a.m.

EXCLUSIVE
TEAM
TRAINING
DISCOUNT

The Fundamentals of Being a Long-Distance Leader

- Understanding what your responsibilities are as a multi-site manager
- How to gain acceptance and respect from staff members you don't see very often
- Mistakes many far-off managers make that can instantly destroy trust and undermine authority
- Proven ways to quickly build rapport with remote employees
- How to stay in the loop without micromanaging
- Guarantee your leadership style maintains maximum impact across the miles

Strategies for Boosting Employee Efficiency When They're Far From "Home"

- Using the "Hawthorne Effect" to boost off-site productivity
- Easy techniques for helping your employees feel like they're a part of the team
- How to strengthen your procedures for maximum productivity
- Questions you can ask your off-site employees that will tell you how things are really going
- From technology tools to easy reports: how to monitor what your employees are working on
- What you can do when employees are headed in the wrong direction
- Technology check: how e-mail, the Web, and the phone can enhance AND prohibit productivity

Get Connected! Keeping Lines of Communication Open and Flowing

- Developing communication guidelines that ensure vital information doesn't fall through the cracks
- How to get critical information from off-site employees, concisely and regularly
- How your tone of voice over the phone and through e-mail can impact successful communication
- Listen up: how to hear what's really being said
- Technological tools you can use to make sure you have effective two-way communication
- Understanding when face-to-face communication is essential
- Strategies for keeping everyone engaged during virtual meetings

Motivation Strategies Guaranteed to Boost Productivity and Increase Morale!

- Motivational plans that create camaraderie no matter how far away your employees are
- How to avoid the top 3 demotivators for employees working from home, on the road, or at another location
- What your off-site employees want and don't want from their managers
- Why your remote employees often feel left out and how you can make them feel like part of the team

Handling Off-Site Problems With Ease

- Surprise visits: when you should and when you shouldn't
- Preventing hard feelings when you have to announce or enforce an unpopular decision
- Coaching and feedback: the crucial dos and don'ts for remote employees
- When you're out of sight, are you out of mind? From Internet abuse to coming in late – signs that indicate employees aren't following company policy
- Working with a team of remote employees? Easy strategies for handling (and preventing) team conflict

Special Section: Hot Legal Issues for Managers With Off-site Employees

- Legal update: navigating the sticky legal issues involved in disciplining and firing off-site employees
- From FMLA to ADA – managing off-site employee leave and absenteeism
- Understanding the ins and outs of Workers' Compensation
- Handling emergencies: how to ensure your employees know what to do
- Privacy issues: what you can and can't monitor

8 Reasons You Don't Want to Miss This Training!

1. Gain the communication skills you need to motivate and manage long-distance and remote employees.
2. Interview and hire employees with the right work habits and personalities that can handle working off-site.
3. Identify the leadership skills essential to managing multiple locations.
4. Establish the kind of work environment that generates creative problem solving – even at remote locations.
5. Eliminate the stress and frustrations every manager feels when leading staff members they rarely see face to face.
6. Gain knowledge of the legal issues your company faces when employing, disciplining, or terminating off-site and remote employees.
7. Dramatically reduce mistakes and misunderstandings with clearer and more effective communication.
8. Boost morale, productivity, and on-the-job satisfaction across the board for every employee.

We so strongly believe in the power of team training that we offer an exclusive discount that makes it easy to do! When 3 from one organization enroll, the 4th attends free!

You won't find a better training deal anywhere!

A New Jersey production facility faced high turnover, absenteeism, and chaos.

An outside consultant discovered a widespread belief among the employees that the "home office" had abandoned them ... did not care about the employees ... and would sell the facility at the first chance. Furthermore, the executive in charge of the facility had earned the name "The Terminator" because he only visited the site to investigate problems and do his "dirty work."

In Florida, the corporate manager of a facility in Fargo, N.D., did not want to make the long trip to fire a support tech face-to-face, so she fired her over the phone.

On the way out the door, the tech deleted critical computer files and created a giant and costly mess.

Train Your Entire Management Team All at the Same Time With Our On-Site Seminars!

If your company is like many others today, you're seeing an increase in the number of telecommuters and remote employees along with the employees who work in satellite locations for your organization. That means there's more pressure on every manager, supervisor, and team leader to maximize the productivity of employees they rarely see face to face. We can bring this seminar directly to your company at a time and place of your choosing and deliver this powerful training to your entire management team. And, it's much more cost-effective than you might imagine!

Simply contact one of our expert Training Consultants for a free, no-obligation assessment of your training needs. Whether it's one of our seminars taken as is right off the shelf, or a fully customized training event that precisely fits your unique training needs, we've got the solutions for your toughest workplace problems!

For more information, fill out our online On-Site Training form on our Website, www.NationalSeminarsGroup.com, or call us toll-free at 1-800-344-4613. Do it today, and you'll be on the road to better productivity tomorrow!

Recommended Resources From Our Training Experts ...

The Off-Site Manager's Collection

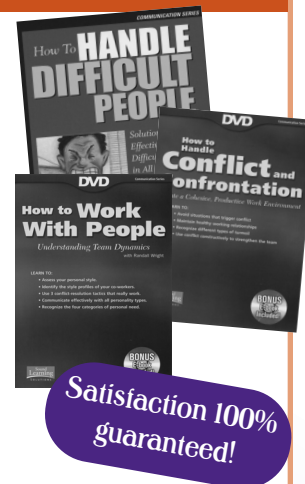
This information-rich collection will provide you and your team the key skills you need to create a supportive and success-oriented environment for employees, no matter how diverse the personalities or cultural differences.

The **Off-Site Manager's Collection** includes:

Volume 1 – *How to Handle Conflict and Confrontation DVD*

Volume 2 – *How to Work With People: Understanding Team Dynamics DVD*

Volume 3 – *How to Handle Difficult People CD-ROM*



Satisfaction 100% guaranteed!

Item No. MOSE0208 ... Retail price: \$387.95
Your Price Only \$277.95 (You save \$110)

To order, call 1-800-258-7246 or see order form on page 7.

To Enroll ...



Register online at
www.NationalSeminarsTraining.com



Call toll-free
1-800-258-7246



Fax the completed
registration form to
1-913-432-0824



or Mail the registration form to:
National Seminars Group
P.O. Box 419107
Kansas City, MO 64141-6107

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE! **Check-in** begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation: If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$10 enrollment charge.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions. RUCCEC is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Tax Deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

FED ID #43-1576558

REGISTRATION FORM

1. Enrollment Fee

Group Discount: When 3 enroll from your organization, a 4th can attend FREE!

2. Names of Attendees ...

(Please list additional registrations on a separate sheet and attach.)

1. Mr./Ms. _____ Title _____
E-mail Address _____
City/Event # _____
2. Mr./Ms. _____ Title _____
E-mail Address _____
City/Event # _____
3. Mr./Ms. _____ Title _____
E-mail Address _____
City/Event # _____
4. (FREE!) Mr./Ms. _____ Title _____
E-mail Address _____
City/Event # _____

Please send me _____ copies of the *Off-Site Manager's Collection* (Item No. MOSE0208) at \$277.95 each. Add 7% or applicable sales tax to your product payment. Shipping fees are \$6 for first item; \$1.50 for each additional item, express extra. Method of payment is indicated in step 5.

3. Company Information (Please Print)

**Phone required in case of last-minute changes.*

Organization _____
Address _____ Mail Stop _____
City _____ State _____ ZIP _____
Approving Supervisor: Mr./Ms. _____
Title _____
E-mail Address _____
*Phone _____
**Fax _____
**Your fax number will be used to send confirmation of your registration as well as to notify you of upcoming events in your area.

4. VIP Privileges Program – Join Today!

Join our **VIP Privileges Program** and enjoy exclusive discounts and benefits. We'll fax you first notice of upcoming events in your area, special discounts up to 50% and offers available to members only.

Sign here to join _____

By signing, you are giving permission for RUCCEC to use your fax number to notify you of upcoming seminars in your area and provide you with special discounts and offers.

5. Method of Payment

- If you have registered by phone, please record your confirmation number here: _____
- Check payable to National Seminars Group is enclosed.
- Charge to: MasterCard VISA American Express Discover Diners Club
Card No. _____ Exp. Date _____
Signature _____
- Bill my organization; Attn: _____
(Note: Full registration fee due and payable prior to start of workshop)
- Our purchase order is attached (government, educational and health care organizations only)

6. Important: Your VIP Customer Number

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Fill in your VIP Customer Number as it appears above the name on the mailing label.
(Record the number even if the label is addressed to another individual.)

SD, CT and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: _____ and attach a copy of your tax-exempt certificate.

Program hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.



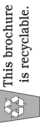
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Time-Sensitive Material

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