Human Resources

Workplace Flexibility Training and Resources

Cornell Remote Employee Network

Join the Network! Build professional relationships, share resources, and inform university programming and practices in the area of remote work. Employees are welcome to join regardless of whether they work remotely full-time, or on a part-time or occasional basis.

Membership Benefits

- Connect with other Cornell employees who work remotely, *(including occasionally or part-time)* to expand your professional network.
- Share resources, strategies, and ideas for growth and improved effectiveness.
- Be notified of learning opportunities that are relevant to remote workers.
- Learn more about supervising remote employees and how to build teams in multiple locations

How to Join

Search for and join the Cornell Remote Employee Network on *Yammer*. For more information on using Yammer, visit IT@Cornell's *Yammer* service page.

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Flex Workshops

**Hourly Employees & Workplace Flexibility: Legal/Policy Issues & Best Practices**

**Tuesday, April 11, 2017, 2-3:00 p.m. - Register**

*A program for supervisors.* “Can hourly employees work remotely?” is one of the most frequently asked questions by supervisors. That question, along with many others, are asked because supervisors know that in managing hourly employees, they have legal/policy issues they must take into consideration. In this session we will explore what those regulations are, what they mean in day-to-day practice, and how you can support the
principles of flexibility in a strategic manner. Note: This program will focus solely on the supervisor perspective. Employees interested in learning about workplace flexibility are encouraged to attend “Flexibility 101 for Employees” or to contact Michelle at michelle.artibee@cornell.edu or 255-5298.

Presented by Michelle Artibee, MBA, Assistant Director of Work/Life in Human Resources. Michelle has worked in higher education for seventeen years promoting the strategic implementation of flexible work practices and work/life programs to support a diverse workforce with diverse positions and personal life needs.

Log-in details will be provided the day prior.

Flexibility 101 for Employees

**Monday, March 20, 2017, 12-12:30 p.m. - Register**

Are you interested in requesting a flexible work arrangement? Do you wonder what options may be the best fit for the nature of your work and your work style? Well planned arrangements are cognizant of business needs and seize opportunities to enhance individual and team performance. Attendees of this short introductory webinar will learn about university policies, how to request an arrangement, and how to be successful with it. We will cover information on occasional use flexibility, remote work arrangements, job sharing, and more. Individual consultations are always available by request.

Presented by Michelle Artibee, MBA, Assistant Director of Work/Life in Human Resources. Michelle has worked in higher education for seventeen years promoting the strategic implementation of flexible work practices and work/life programs to support a diverse workforce with diverse positions and personal life needs.

Log-in details will be provided the day prior.

Convenient 24/7 Training

- **Tech That Can Save You a Trip:** 70 minute presentation on technical collaboration tools
- **Free Lynda.com Training:** develop your software skills, learn about productivity and collaboration tools, managing workplace issues, and more.
- **Tips for Telecommuters: Setting Up an Effective Workspace** (1 hour webinar)

Quick video segments

Presented by Dr. Bradford S. Bell, ILR

- **Return on investment on remote work, the right way** - 3 minutes
- **Autonomy is a double edged sword** - 7 minutes
- **How do you address skepticism about remote work** - 2 minutes
- **Is it technology that drives remote work?** - 1 minutes
Skills that every remote manager needs - 3 minutes
Would you recommend remote work for all organizations? - 1 minute
An adaptive leadership style is key - 1 minute
A promising future for remote workers - 3 minutes

Additional Resources

- Running an Effective Teleconference or Virtual Meeting, CIO.com
- How to Chair a Conference Call, WikiHow.com
- Telecommuting Statistics – provided by Global Workplace Analytics and the Telework Research Network
- Alliance for Work Life Progress – advances worklife as part of an integrated total rewards strategy of compensation, benefits, work/life, performance and recognition, development and career opportunities.
- Boston College Center for Work & Family – helps organizations create effective workplaces that support and develop healthy and productive employees.
- Mobile Work Exchange – “A public-private partnership focused on demonstrating the value of mobility and telework, and serving the emerging educational and communication requirements of the Federal mobile/telework community. The organization facilitates communication to more than 33,000 Federal IT directors/managers, CIOs, CHCOs, telework managing officers, and key stakeholders – all focused on building a sustainable and effective mobile workforce.”
- WFC Resources: Work-Life and Human Capital Solutions – workplace resources to support employees wanting a healthier, more flexible, effective and supportive workplace, and support for employers who help them.
- WFD Consulting – innovative work-life, diversity and flexibility strategies.
- Work and Family Researchers Network – organization for academic work and family researchers from a broad range of fields.
- World at Work – non-profit organization providing education, conferences and research focused on global human resources issues including compensation, benefits, work/life and integrated total rewards to attract and retain a talented workforce.

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