

## ALTERNATIVE WORK FOR TELEWORKERS

- Instructions, Manuals, SOPs and Best Practices Manuals
  - good time to review and update these documents
    - Are they up-to-date?
    - Can they be made easier to read?
    - Can checklists be created to ensure adherence?
    - Can Fact Sheets be created for customer?
    - Would a desk guide or fact sheet be helpful?
    - Does an MCO or other policy need to be reviewed and updated?
- Performance Appraisal self-assessment
  - Has it been completed?
- Individual Development Plan
  - Does one need to be created or updated?
- Supervisor duties
  - Has supervisory assessment been completed? Has the supervisor gathered and reviewed employee performance accomplishments?
  - Has the performance plan for the next rating period been established?
  - Are position descriptions up to date?
- Training
  - Mandatory Training
  - Linked In Learning [linkedin.com/learning](https://www.linkedin.com/learning)

- With online capability
  - TWMS—<https://twms.navy.mil/login.asp>
- If you have a government laptop, access the website over VPN or via direct internet connection
  - With internet access and a CAC reader, accessing TWMS is possible
    - Current access has shifted to the PKI cert vice email certs. If you see a message screen to this effect, click the link at the bottom to be forwarded to the TWMS log-in
  - Logging on remotely with a CAC reader, potentially able to access mandatory online training from a telework location
- Alternative
  - Print/PDF Required Training from TWMS email pdfs or links to an email address for access at a later date
    - Provide a spreadsheet of the training completed for uploading into training record

- Traditional studies including computer programming & computer science as well as economics and finance, English and grammar <https://www.khanacademy.org/>
- Consider other online free resources <https://www.howtogeek.com/117674/the-best-websites-for-free-online-courses-certificates-degrees-and-educational-resources/>
- Includes links to MIT OpenCourseWare which offers free lecture notes, exams, and videos from classes at MIT
- No registration is required to take advantage of these educational materials
- Other at home opportunities include Podcasts & YouTube: (available in many languages) plus for visual learners <https://www.ted.com/talks>, and <https://www.youtube.com/user/TEDtalksDirector> For example: The Way We Work is a TED original video series—17 videos “where leaders & thinkers offer practical wisdom and insight into how we can adapt and thrive amid changing workplace conventions”

No computer?

Consider podcasts that can be reached by phone app; there are many reviews to help you pinpoint the best resources

- [https://www.bluleadz.com/blog/18-of-the-best-business-podcasts-you-should-listen-to-in-2018--includes a review of its recommended best business podcasts plus 2 specific episodes](https://www.bluleadz.com/blog/18-of-the-best-business-podcasts-you-should-listen-to-in-2018--includes-a-review-of-its-recommended-best-business-podcasts-plus-2-specific-episodes)

- [https://www.bluleadz.com/blog/18-of-thebest-business-podcasts-you-should-listen-to-in-2018-you'll note a couple always make the top spots so perhaps work a consideration; again with a review so you may find one that targets your workforce needs](https://www.bluleadz.com/blog/18-of-thebest-business-podcasts-you-should-listen-to-in-2018-you'll-note-a-couple-always-make-the-top-spots-so-perhaps-work-a-consideration-again-with-a-review-so-you-may-find-one-that-targets-your-workforce-needs)

- Fortune Magazine suggests:

<https://fortune.com/2018/09/11/best-business-podcasts/>

Technology Podcasts:

- [https://blog.feedspot.com/technology\\_podcasts/](https://blog.feedspot.com/technology_podcasts/)

- <https://www.listennotes.com/best-technology-podcasts-127/>

- <https://capella.edu/blogs/cublog/enhance-online-it-degree-with-industry-podcasts>

Writing and Editing Podcasts:

- [https://blog.feedspot.com/grammar\\_podcasts/](https://blog.feedspot.com/grammar_podcasts/)

- [https://blog.feedspot.com/writing\\_podcasts/](https://blog.feedspot.com/writing_podcasts/)

- <https://thewritelife.com/writing-podcasts/>

Military History

- <https://home.bt.com/tech-gadgets/military-history-podcasts-11365049094182>