

Working Smarter with Technology

Technology is supposed to save us time and make our lives easier, but often it only complicates things. This Technology Training Initiative is designed to help you, the Moraine valley employee, how to use technology to your advantage so that you and other co-workers will work smarter, not harder. We'll cover topics like using ergonomics to prevent Repetitive Strain Injuries (RSI); creating policies and procedures to make sure company resources are used properly; the best ways to use time-saving software (including e-mail, instant messaging, contact management software, and scheduling applications); and how to implement and manage telecommuting. We'll also talk about what to do when you or other employees get angry with computers and how to deal with common problems related to technology.

The goals for this initiative

- Be able to make Moraine Valley a technology-friendly place
- Make the most of computers, telephones, instant messaging, e-mail, contact management applications, and scheduling software
- Communicate better with the IT department
- Make the best software and training choices
- Be able to set an IT budget
- Keep employees safe and healthy using technology
- Develop and implement a system usage policy
- Implement policies for dealing with company property
- Decide whether or not employees should telecommute and make telecommuting work
- Deal with workplace rage
- Address other technological issues
- How to transition to new technology rollouts with ease.

Workshop topics will include:

- ✓ Making Moraine valley a Technology-Friendly Place
- ✓ Conquering Computers
- ✓ Communicating with the IT Department
- ✓ Choosing Software Wisely
- ✓ Technical Training
- ✓ Setting an IT Budget(even when you do not work in IT)
- ✓ Security and Privacy
 - An Employee's Rights
 - Debrief
 - Doing Your Part
 - An Employer's Rights
- ✓ Uncontrolled vs. Controlled Networks
- ✓ Ergonomics
- ✓ System Usage Policies
- ✓ Taking Care of Company Property
- ✓ Time-Saving Tools

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- E-Mail Applications
- E-Mail Etiquette
- Scheduling Applications
- Contact Management Applications
- ✓ Telephone Etiquette
- ✓ Instant Messaging
 - Etiquette
 - Understanding Acronyms
- ✓ Telecommuting (For those who need it)
 - What is Telecommuting
 - Preparing for Telecommuting
 - To Telecommute or Not to Telecommute
- ✓ Workplace Rage
- ✓ It's Not Working!
- ✓ A Policies and Procedures Checklist for your department