

The following telework training presentations are available on the Department of Human Resources Development's LMS, [Adobe Learning Manager](#) and can be found in the State of Hawaii Telework Training catalog. Employees who are eligible and requesting to telework and their supervisors/managers must view the training presentations.

#### Telework Program Overview for All Employees

This course is intended for all employees and supervisors. This training provides an overview of the Telework Program Guidelines that were amended in 2023 and the associated Memorandum of Understanding. This course is required for teleworkers and their supervisors/managers.

#### Telework Training for Employees

This course is intended for employees. This training will give employees a brief and practical introduction to telework and will provide information, helpful tips, and resources to become a successful teleworker. Training on the Overview of the Telework Program Guidelines must be completed before viewing this training module.

#### Telework Training for Supervisors/Managers

This course is intended for supervisors or managers of teleworkers. This training will give supervisors/managers a brief and practical introduction to telework and will provide information, helpful tips, and resources to successfully manage teleworkers. Training on the Overview of the Telework Program Guidelines must be completed before viewing this training module.