

Telecommuting Rises a Stunning 73%

PSOW Launches 8th National Business Etiquette Week June 1-7, 2014

Offering Advice For Off-Site Workers

New York, NY May 2014 - According to a 2013 SHRM (Society of Human Resources Management) article, telecommuting rose 73% between 2005 and 2012 and an estimated 64 million U.S. employees (almost 50 percent of the workforce) have jobs compatible with telecommuting.

“The numbers tell the story. Telecommuting saves employers \$11,000 a year, per employee. Employees save from \$2,000-\$7,000 annually” says Ms. Pamela Eyring, owner and president of The Protocol School of Washington (www.psow.edu), global leader in business etiquette and international protocol since 1988, and the first and only accredited school of its kind in the U.S. “Telecommuters must understand that working off-site means you’re still on-staff. The rules of business etiquette (although altered) apply whether you work for a Fortune 500 or run a business (even a sole proprietorship) from home.”

In honor of the 8th annual National Business Etiquette Week (NBEW), Ms. Eyring is sharing her Telecommuting Biz Etiquette Tips:

1. Keep a full business wardrobe on-hand at all times to be prepared for the unexpected. You may suddenly need to sit-in for a colleague or meet with a client or vendor.
2. Mindset matters - dress the part. You can't be fully engaged in work if you're wearing bunny slippers. Dress every day as if the smoke alarm might go off and you need to run into the street.
3. Telecommuting means a lack of the collegial feeling that workers enjoy in an office. Repress the “Water Cooler Gossip Gene” and avoid gossiping by phone or email. You never know who might be listening in or if you're “tell all” email stays confidential.
4. Have a designated business phone line and email address. Record a professional voicemail message clearly stating your name, company or business, phone number and the name and number of a colleague to reach in your absence.



5. Stay part of the team. Don't be afraid to ask questions and seek guidance, especially if you're working with internationals. Americans are a very casual culture but the Japan business culture is more formally and one must act accordingly. If you work alone join local business networking clubs and organizations to stay connected to 'like-minded professionals.'
6. Arrange weekly or bi-weekly contact with the office via Skype or Video Conferencing. Look and act the part by imagining that you're actually meeting face-to-face in the conference room.
7. Maintain face contact by attending important meetings to go to after-work networking events wearing appropriate business attire.
8. Always have a supply of clean business cards on-hand. They don't need to be fancy but make sure your business, name, e-mail and phone are included. Include a web site and Skype address if appropriate.

A recent article published by SHRM showed that the main reasons for telecommuting were: increased productivity, lower office costs, enhanced work-life balance and higher morale for employees. "Being successful means keeping up with the times," says Ms. Eyring who emphasizes: "As telecommuting continues to rise, etiquette becomes even more important as the landscape of our business world continues to change."



To celebrate NBEW, PSOW is launching its first ever Video Challenge. The winner will receive a complimentary tuition to "Train to be a Corporate Etiquette and International Protocol Consultant!" This five-day interactive training provides expert, hands-on instruction preparing you to work as independent consultants or in-house facilitators teaching business etiquette and international protocol. View more details

and enter [HERE](#). Other opportunities to win and ways to celebrate National Business Etiquette Week can be found [HERE](#).

PSOW, the only nationally-accredited business etiquette, image, and international protocol school in the country, has trained nearly 4,000 graduates from 68 countries from the corporate and non-profit world, academia, the military and government. PSOW is renowned for their expert trainers who hail from The White House, the Disney Institute, The Hague, the military, international academia, and corporate America. Students travel to take PSOW from countries as far as away as Bulgaria, Canada, China, the United Kingdom, Ghana, India, Saudi Arabia, Switzerland, and those of the Caribbean.