

Chapter 1 — Process in Technical Writing

I. The Need to Develop an Employee Telecommuting Policy

- A. Some employees have inquired about telecommuting
- B. Employees with young children want greater flexibility between home and work life
- C. Industry trends indicate that employees expect a telecommuting policy
- D. Managers report higher productivity by some employees who work part of the week at home

II. Company Benefits

- A. Lower overhead costs
- B. Reduced employee absenteeism
- C. Recruitment benefits

III. Employees with Children

IV. Physically challenged persons

- A. Reduced need for child care
- B. Improved retention rate

V. Employee Benefits

- A. Employees reduce commuting time and cost
- B. Employees experience a better quality of life
- C. Employees experience less stress

VI. Potential Policy Drawbacks

- A. Company drawbacks
 - 1. Managerial acceptance/opposition
 - 2. Employee productivity concerns
- B. Employee drawbacks
 - 1. Feelings that they are “missing out”
 - 2. Lack of social contact
 - 3. Inability to “leave work” when at home

Sample1-2

The Outlining Process: Later Stage