Remote Employees, Virtual Teams, and Returning to the Office

Although a remote workplace is not new, many organizations responding to the Global Pandemic have shifted their workforce to a remote environment. This condition will last many months as the situation develops.

The purpose of this module is to help team members and their supervisors with this transition. Additionally, the module may assist current remote employees in improving their home-office situation.

Finally, the module provides information on how to return to an office situation after being remote temporarily.

Outcomes

1. Create a productive home-office workplace.
2. Understand work-life integration as a remote employee.
3. Perform time and project management activities in a remote workplace environment.
4. Understand employer expectations as a remote employee.
5. How to effectively communicate as a remote employee.
6. Collaborate with your remote colleagues.
7. Avoid the common pitfalls of remote workplaces.
8. How to supervise remote employees.
9. How to lead virtual teams.
10. Maintain healthy habits to keep you and your colleagues safe within an office environment when you return to the office workplace.

Recommended Learners

Higher Education

- Undergraduate Students
- Graduate Students

Business, Industry, Nonprofits, & Agencies

- Remote Employees
- Remote Supervisors and Managers

A More Virtual Workplace

Operations

A more virtual workplace will mean a change in operations. Even if most employees are still in the office, some methods, meetings, and events could shift to virtual - resulting in a combination of advantages and challenges.

Obstacles

In many respects, operating in a virtual manner can create efficiency. However, it does present obstacles as well -not only in terms of the capacity of our hardware and infrastructure to sustain the digital load, but also in areas like employee engagement and culture.

Engagement

A virtual work environment can be difficult on employees, especially ones known to be social in the workplace, once the everyday face-to-face interactions are cut off. However, there are plenty of ways to keep remote workers engaged, which can ensure there is no drop off on productivity.

An example of a learning event in our Leading Edge Learning modules. The types of instructional content within the modules include: readings, videos, transcripts, audios, interactive questions, offline application exercises, flash cards, narrated presentations, matching exercises, relevant articles, downloads, a final exam, and other activities designed to engage learners based on recognized science of learning educational concepts.

Applications and Best Practices	
Higher Education	**Business, Industry, Nonprofits, & Agencies**
✓ A module within a career center for student career-readiness development.	✓ Employees who are required to work remotely.
✓ A module within a career development seminar or course.	✓ Supervisors and managers of remote employees.

Pricing		
Module is Approximately 12-15 Learner Hours		
1-100 Learners per Year	101-500 Learners per Year	500+ Learners per Year
$150 per Learner	$140 per Learner	$130 per Learner