

**REMOTE EMPLOYEES, VIRTUAL TEAMS, AND RETURNING TO  
THE OFFICE**

**SYLLABUS**

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*Written & Delivered By:*



**PEREGRINE**

— GLOBAL SERVICES —

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## **REMOTE EMPLOYEES, VIRTUAL TEAMS, AND RETURNING TO THE OFFICE**

### **Overview**

Although a remote workplace is not new, many organizations in response 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 improve their home office situation. Finally, the module provides information on how to return to an office situation after being remote temporarily.

### **Learners**

This module is designed specifically for anyone currently working remotely or who anticipates working remotely. This module is also for those employees who have been working remotely and will be returning to an office situation.

The module may qualify for Continuing Education Units (CEU) for professional certifications depending on the professional association.

### **Learning Outcomes**

The learning outcomes for the module are as follows:

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. Communicate effectively as a remote employee.
6. Collaborate with your remote colleagues.
7. Avoid the common pitfalls of remote workplaces.
8. Supervise remote employees.
9. 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.

### **Module Curriculum**

<b><u>Section</u></b>	<b><u>Topics</u></b>
Section Introduction	<ul style="list-style-type: none"> <li>• Welcome to the home office environment</li> <li>• Introduction Video (Peregrine)</li> <li>• 11 Best Practices for Working Remotely</li> </ul>
Section 1: Establishing Your Home Office	<ul style="list-style-type: none"> <li>• Setting Up Your Home Office Workspace</li> <li>• Module Overview Video (Peregrine)</li> <li>• 10 Home Office Set-ups</li> <li>• 8 Remote Working Tips for Beginners</li> <li>• Guidelines for a Home Office</li> <li>• Working Remotely</li> <li>• Home Office Set Up and Function</li> <li>• Reading: 5 Critical Home Office Design Considerations (From a Longtime Remote Worker)</li> </ul>
Section 2: Work-Life Integration	<ul style="list-style-type: none"> <li>• Managing Your Work and Personal Commitments in a Home Office Situation</li> <li>• Working Remotely Video</li> <li>• Advantages and Disadvantages</li> <li>• How to be a Happy and Successful Remote Worker</li> <li>• Create Boundaries Between Work and Life</li> <li>• Focus on Your Health</li> <li>• Self-care</li> <li>• Communication</li> <li>• Morale</li> <li>• Reading: An Exploration of the Psychological Factors Affecting Remote e-Worker's Job Effectiveness, Well-Being, and Work-Life Balance</li> </ul>
Section 3: Time and Project Management	<ul style="list-style-type: none"> <li>• Time and Project Management as a Remote Employee</li> <li>• Working from Home Tips Video</li> <li>• Take Care of Yourself</li> <li>• Experiment with What Makes You Most Productive</li> </ul>

	<ul style="list-style-type: none"> <li>• Make Yourself Visible at Work</li> <li>• Connect with Your Teammates</li> <li>• Reading: Effective Time Management While Working Remotely During The COVID-19 Pandemic</li> </ul>
Section 4: Employer Expectations	<ul style="list-style-type: none"> <li>• Employer Expectations as a Remote Employee</li> <li>• Employer Expectations Video (Peregrine)</li> <li>• The Remote Workplace</li> <li>• 9 Tips for Employers on How to Manage Remote Staff</li> <li>• Reading: Cultivating Employee Engagement Among Remote Workforce</li> <li>• Reading: Getting Everyone on Board: The Role of Inspirational Leadership in Geographically Dispersed Teams</li> </ul>
Section 5: Communications	<ul style="list-style-type: none"> <li>• Communicating as a Remote Employee</li> <li>• How to Communicate Effectively Video</li> <li>• Good Meeting Etiquette</li> <li>• Clear Communications</li> <li>• Schedule Time for Socializing</li> <li>• Reading: Beyond Being There: The Symbolic Role of Communication and Identification in Perceptions of Proximity to Geographically Dispersed Colleagues</li> </ul>
Section 6: Collaboration	<ul style="list-style-type: none"> <li>• Team Collaboration Amongst Remote Employees</li> <li>• How to Collaborate Effectively Video</li> <li>• Maintaining Productivity and Morale</li> <li>• How to Collaborate Effectively If Your Team Is Remote</li> <li>• Creating an Environment for Remote Collaboration</li> <li>• 10 Tips for Effective Collaboration in Remote Teams</li> <li>• Reading: Virtual Team Leadership: Perspectives from the Field</li> </ul>
Section 7: Avoiding the Pitfalls	<ul style="list-style-type: none"> <li>• Pitfalls and Other Things to Avoid as a Remote Employee</li> <li>• Avoiding the Pitfalls Video (Peregrine)</li> <li>• Working Too Much</li> <li>• Prioritizing Work</li> <li>• Interruptions</li> <li>• Loneliness and Lack of Human Interaction</li> <li>• Communicating Issues</li> <li>• Time Zone Differences</li> </ul>

	<ul style="list-style-type: none"> <li>• Technology Hiccups</li> <li>• Bad Health Habits</li> <li>• Six Pitfalls and How to Avoid Them</li> <li>• Reading: Set Up Remote Workers to Thrive</li> </ul>
Section 8: Supervising Remote Employees	<ul style="list-style-type: none"> <li>• Supervising Remote Employees</li> <li>• How to Manage Remote Workers Video</li> <li>• The Personal Connection</li> <li>• Top 15 Tips to Effectively Manage Remote Employees</li> <li>• Promoting Team Collaboration</li> <li>• Strategies and Tools Checklist</li> <li>• Do Postmortems on Key Projects</li> <li>• Reading: The Promise of Virtual Teams: Identifying Key Factors in Effectiveness and Failure</li> </ul>
Section 9: Leading Virtual Teams	<ul style="list-style-type: none"> <li>• Leading Virtual Teams</li> <li>• Setting Conditions for Success Video (Peregrine)</li> <li>• Managing Virtual Teams</li> <li>• Leading Virtual Teamwork Video (Peregrine)</li> <li>• Checklist for Designing and Supporting Virtual Teams</li> <li>• Best Practices for Leading and Managing Virtual Meetings</li> <li>• Leading Virtual Meetings Video (Peregrine)</li> <li>• Define Your and the Team's Responsibilities</li> <li>• Reading: 11 Best Practices for Working Remotely</li> <li>• Reading: Communicating During Covid 19</li> </ul>
Section 10: Returning to the Office	<ul style="list-style-type: none"> <li>• The New Workplace</li> <li>• Returning to the Office Video (Peregrine)</li> <li>• Healthy Habits in the Workplace</li> <li>• Keeping Yourself Safe and Healthy</li> <li>• Keeping Your Colleagues Safe and Healthy</li> <li>• Reading: CDC Coronavirus Workplace Tips for Employees</li> <li>• Reading: CDC Workplace-School-Home Guidance</li> </ul>
Section 11: Summary and Assessment	<ul style="list-style-type: none"> <li>• Today's Remote Workplace</li> <li>• Common Challenges of Remote Work</li> <li>• How Managers can Support Remote Employees</li> <li>• Course Assessment</li> </ul>

## **Module Delivery**

The module is delivered using Peregrine's Learning Management System (LMS) known as CMAD. Course instruction is with asynchronous online learning activities.

## **References & Resources**

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How to communicate effectively video presentation:

<https://www.youtube.com/watch?v=YvFNP3P0BVI>

How to Manage Remote Workers video presentación

<https://www.youtube.com/watch?v=cMCAz2OJyBE>

Joshi, A., Lazarova, M. B., & Liao, H. (2009). Getting everyone on board: the role of inspirational leadership in geographically dispersed teams. *Organization Science*, 20(1), 240+. [https://link-gale-com.proxy.library.vanderbilt.edu/apps/doc/A197935802/ITOF?u=tel\\_a\\_vanderbilt&sid=ITOF&xid=1e424bb2](https://link-gale-com.proxy.library.vanderbilt.edu/apps/doc/A197935802/ITOF?u=tel_a_vanderbilt&sid=ITOF&xid=1e424bb2)

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- Tips for Working Remotely Effectively Video: <https://www.youtube.com/watch?v=aB0w-ZNEhRQ>
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- Working from Home Tips for 2019 Video: <https://www.youtube.com/watch?v=0JbeJgcRPM>

### **Assessment**

Throughout the module, there are in-progress quizzes and short exercises to ensure understanding of the instructional content. A completion certificate is issued when the learner obtains at least 80% on the final exam.

### **Module Hours and Articulation**

Learner hours for the module are as follows:

1. Introduction – 1 hour
2. Section 1 – 1.5 hours
3. Section 2 – 1 hours
4. Section 3 – 1 hour
5. Section 4 – 1 hour
6. Section 5 – 1.5 hours
7. Section 6 – 1.5 hours
8. Section 7 – 1.5 hours
9. Section 8 – 1.5 hours
10. Section 9 – 1.5 hours
11. Section 10 – 1 hour
12. Section 11 – Section Summary and Assessment – 1 hours

**Total Module Hours: 15 hours**