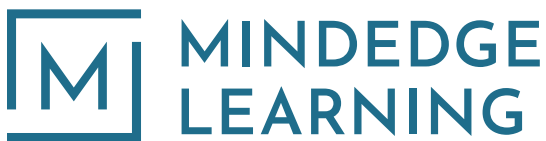


Remote Work

Category and Courses Marketing Kit

Optimize your work output, establish a healthy work-life balance, and succeed.



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I. Course Summary Descriptions

Remote Work

Working remotely brings unique challenges to day-to-day work schedules. Technology issues can hinder your productivity and, when you're spending your whole day in the same place, it can be hard to transition from work hours to personal time. These courses will give you the tools you need to establish a work-life balance, maintain your health, and set up a proper workspace to prevent pesky technology issues.

Work From Home: Health and Wellness at Home

Finding a healthy work-life balance—knowing the right amount of time to devote to your work, to your family, and to yourself—has never been easy. And, as more and more people are now working from home, the lines between work and life have blurred, and the idea of balance has grown ever more elusive. This course will introduce you to the concept of work-life balance, as we know it in the Age of Remote Work. And it will offer you practical advice and tips on dealing with your employer, supporting your family, and caring for parents and other, older loved ones.

Learner Satisfaction: 100%

Estimated length: 3 hours

Access Time: 90 days

Credits: 0.3 IACET CEUs

Work From Home: Technology at Home

The key to a productive workday at home is being prepared for all the technology needs that accompany work-from-home situations. Nothing is worse than a frozen Zoom meeting or a VPN connection issue! This course provides learners with the knowledge, tips, and practices to manage different devices and technologies at home. In addition, it provides practical guidance for purchasing products, contracting for services, and troubleshooting common issues so your day runs smoothly from anywhere in the world.

Learner Satisfaction: 100%

Estimated length: 3 hours

Access Time: 90 days

Credits: 0.3 IACET CEUs

Work From Home: Work-Life Balance

Finding a healthy work-life balance—knowing the right amount of time to devote to your work, to your family, and to yourself—has never been easy. And, as more and more people are now working from home, the lines between work and life have blurred, and the idea of balance has grown ever more elusive. This course will introduce you to the concept of work-life balance, as we know it in the Age of Remote Work. And it will offer you practical advice and tips on dealing with your employer, supporting your family, and caring for parents and other, older loved ones.

Learner Satisfaction: 100%

Estimated length: 3 hours

Access Time: 90 days

Credits: 0.3 IACET CEUs

Working Remotely

Working from home allows for greater flexibility but requires a thoughtful approach to time management. Scheduling tasks in an efficient way and ensuring a clear boundary between work life and home life are key components of balancing the demands of remote work. This course provides an overview of the skills and strategies needed to achieve a fulfilling, productive remote work routine and healthy work-life balance. Additionally, the course covers interview preparation for remote positions, as well as video conferencing, instant messaging, and email best practices.

Learner Satisfaction: 100%

Estimated length: 3 hours

Access Time: 90 days

Credits: 0.3 IACET CEUs / 3 HRCI Credits