

# Certified Remote Work Professional

## Transitioning from On-site to a Remote Work Career

### INTRODUCTION

Welcome to the **Certified Remote Work Professional** course. This course is offered in partnership through **Utah State University Extension**, **Global Executive Institute** as an approved facilitator content provider and **Dubai Quality Group**. This course is designed to engage work from home employees with appropriate skills, tools and resources for learning how to complete their jobs in a remote work environment. This is a blended certificate course, combining online work with interactive workshops. This educational program is designed to equip workers with the tools and skills needed to transition from on-site work into a virtual career. Specific objectives and outcomes for each part of the course are identified at the beginning of each set of modules.

Current research shows that 74% of CFO's will be requiring employees to work remotely.<sup>1</sup> Within two years, more than 30% of the global workforce will be in a remote environment.<sup>2</sup> CEO's from leading financial firms like Goldman Sach's recognize that "companies have to adapt," as they have sent 98% of their workforce to work remotely.<sup>3</sup> A six month study by Stanford School of Business showed that a 16,000 employees organization reduced attrition by 50% and increased employee performance by 13% after providing remote work opportunities.<sup>4</sup> This program is strategically structured to engage managers in new remote procedures, with resources and tools to develop performing remote work environments. A manager's focused targets are derived from hands-on, immediate skills learning to enable managing remote employees within their specific job roles.

### CORE COMPETENCIES:

- Learn about the components of an average day in the life of a remote worker.
- Discuss the strategies and requirements of virtual communication.
- Understand the process of task management.
- Evaluate the strategies for effective personal management.
- Learn about how teamwork occurs in a virtual work environment.
- Discuss the legal precautions of working online.
- Understand how to problem solve autonomously.
- Evaluate and prepare for virtual career options.
- Design the remote career of your choice and prepare a proposal for your supervisor.

<sup>1</sup> Forbes, April 3, 2020 - CFO's Plan to permanently shift a significant number of employees to work remotely.

<sup>2</sup> Global Workplace Analytics, March 27, 2020 - "Work-at-home after Covid-19 - Our forecast".

<sup>3</sup> CNBC April 3, 2020 - Goldman Sachs CEO: Remote Work policies could 'attract' new employees after coronavirus pandemic is over.

<sup>4</sup> Stanford Business, June 22, 2017 - Why working from Home is the "Future-looking technology."

## WHO SHOULD ATTEND:

This program is designed for **Working Professionals** who desire to increase their hard and soft skills in remote work. Living in the “New Normal” has increased the need for employers to hire remote work professionals that have the skills and capacity to complete their work remotely. All levels of employees will benefit by attending this class to learn how to adapt, communicate, perform and collaborate in a working from home environment.

## TRAINING METHODOLOGY

This course includes a **5-Day live interactive workshop** with one **90-minute session each day** hosted over live video webinar using Zoom or Webex video conferencing software. Workshops provide an opportunity for you to discuss career goals and review content from the modules in a virtual environment that mimics a real distributed team. For the last three workshops, you should have completed the assignments for the three modules that will be discussed before attending the workshop. *(For example, all work from modules 1, 2, and 3 should be completed before attending the second workshop.)* Participation in all workshops is mandatory for this course.

## BENEFIT TO PARTICIPANTS

Throughout the **Certified Remote Work Professional** program, the assignments and modules you complete, are designed to prepare you for a virtual career by producing results applicable in the virtual business world, including:

- **Designing a digital work portfolio**
- **Mapping a career development plan**
- **Coordinating virtual meetings**
- **Preparing a cloud-based agenda and meeting report**
- **Strategizing a project and workflow plan**
- **Using a problem-solving checklist**

## COURSE CERTIFICATE & CONTINUING EDUCATION



*“The use of this official seal confirms that this Activity has met HR Certification Institute’s® (HRCI®) criteria for recertification credit pre-approval.”*

Upon successful completion of these course requirements, participants will be presented with a **Certificate of Completion** from **USU** and **GEI** to add to their professional credentials. The certificate awarded is to signify completion of business development programs intended to improve the knowledge and skills of organizational leaders. Participants will also be supported by GEI instructors as they move forward with creating a remote work environment within their organizations. This course is approved by **HRCI for 9 CEU hours**. Certificate will be mailed out once all grading is completed and confirmation of payment has been received.

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### COURSE OUTLINE

#### Day 1 – Work Day, Communication

- Introduction to course, review process and requirements
- Review computer, webcam and audio setup for professionals
- Conduct appropriate coordinating of meetings, schedules and calendars
- Practice clear professional messages, agendas and active participation

#### Day 2 – Workflow, Productivity

- Identify project management tools successfully setup
- Design projects that include timelines, tasks and updates
- Evaluate strategies for effective independent personal management
- Review productivity, motivation and scheduling

#### Day 3 – Time Management, Teams

- Evaluate time tracking with details
- Assess daily priorities matched to task, projects and teams
- Identify all phases of team collaboration completion
- Recognize participated activity and facilitated others' involvement

#### Day 4 – Compliance, Critical Thinking

- Assure password manager installed
- Confirm security checklist is completed and accurate
- Identify list of credible resources
- Review solutions steps are clearly and accurately outlined

#### Day 5 – Virtual Careers, Remote Job Development

- Evaluate and prepare for virtual career options
- Assure format for portfolio is clear and complete
- Design the remote career of your choice
- Understand program outline outcomes for all modules