rural & remote

Stay Home. Come Home.

REMOTE WORK CERTIFICATION
Course Curriculum Overview

The Remote Work Certification course is an online, 30-day class that is facilitated by the Program Coordinator. It is offered for those wanting to learn best practices for being successful at remote careers. Most R&R participants will be required to complete this course, as it is a great introduction to many of the programs and apps they may be using once hired for remote work. Class members are expected to treat the course as a remote team work environment, by using their communication skills and collaborating with other classmates and the facilitator.

Modules

The program consists of nine online self-guided modules. The modules guide remote professionals through the key skills needed to be an effective individual contributor and member of a remote team. A Remote Worker Effectiveness Audit, and applicable assignments are combined with practical advice and case studies from a diverse set of experienced remote professionals.

1. **Introduction and Orientation**
2. **Self-Management:** How do you work independently?
3. **Workday:** What does a remote workday look like?
4. **Infrastructure:** How do you safeguard your data?
5. **Communication:** How do you communicate effectively when you work remotely?
6. **Workflow:** What is the process of completing work in a remote environment?
7. **Productivity and Time Management:** How is productivity measured in remote environments?
8. **Collaboration:** How do you work together when you are physically apart?
9. **Conclusion:** Career Path Planning, Individual development plan and job search!

Group Workshops

In addition to the core modules, there are four live interactive workshops hosted over Zoom video conferencing. 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. *Participation in the workshops is mandatory.*

Frequently Asked Questions

What is the goal of the remote training cohort?
To equip students interested in remote work with the necessary skills to pursue a remote job. The course is designed to mirror a remote employment situation - with collaboration and communication at the top of the list, students get the experience of "working remotely".

What is the time commitment to participate in the R&R Remote Work Certification course?
You should expect to spend 20-25 total hours on this class throughout the 30 day period. Each module is self-guided, but you will be expected to complete three modules per week to be discussed during our virtual Group Workshop time.

What are the next steps after the class is complete?
We will work with each student one-on-one at the conclusion of the class to assess progress and remote work readiness. Those who are ready to move forward will be given a Flexjobs account which is the primary tool you will utilize for resume building and applying for remote job opportunities.

Do I have to go through this training to be in the Rural & Remote program?
If you have been invited to this course, that means we believe you would benefit from the R&R Remote Work Certification course and that it is the next step in your Rural & Remote journey. Participating in this program is a great introduction to becoming a remote worker, and to get connected to the resources needed to begin a remote job.

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