

**TRAINING TOPICS**  
**COMPLETE ALL THAT APPLY**  
**VISION RESOURCE CENTER**  
**JANUARY 2024**

TRAINING TITLE	DURATION	INFORMATION	SUPERVISOR/EMPLOYEE	Completed (initial)
<b>Working Remotely – Setting up your Remote Workspace</b>	<b>6 minutes</b>	Welcome to the “Setting Up Your Remote Workspace” video lesson intended to help learners establish a productive remote work environment. This lesson explains how to minimize distractions at home or in a public location. It also describes key equipment required for setting up a functional remote workstation and emphasizes the importance of meticulously organizing this space. Finally, viewers will learn the value of adding a personal touch to their remote workspace in an effort to keep loneliness at bay.	EMPLOYEE AND SUPERVISOR	
<b>Managing Remotely</b>	<b>72 minutes</b>	A high-functioning virtual workplace doesn't just happen organically - you need to create that space as a virtual leader. Having managed virtual teams for nearly two decades, leadership coach Mary Jean Vignone, PhD, guides your shift from managing in-person to leading virtually in a remote workplace, navigating you through the challenges to lead your remote team to greatness. Following this 15-step program, you will learn how to create a sense of community, build an inclusive culture that spans virtual workspaces and shares values, goodwill, and ideas. Foster a trusting and supportive environment that sets your remote teams up for success by adapting your leadership style and voice to the virtual space. Forge strong working bonds across the virtual divide, keeping your remote team focused, engaged, and united around a common goal to grow and excel. Demonstrate your authenticity to lead virtually, using your core values to help you to be the best virtual leader you can be of truly engaged teams.	SUPERVISOR ONLY	
<b>Is Remote Work Working?</b>	<b>3 Minutes</b>	It's important to check in with your team to make sure your remote work setup is actually working. Learn how to check in with your team to see how they are doing.	EMPLOYEE AND SUPERVISOR	
<b>Opportunities of working remotely</b>	<b>3 Minutes</b>	Remote work can have pros and cons. Learn about the unique opportunities workers can take advantage of when working remotely.	EMPLOYEE AND SUPERVISOR	
<b>Enhancing Productivity With Remote Workers</b>	<b>20 minutes</b>	Welcome to the "Enhancing Productivity With Remote Workers" video course meant to teach employees and managers alike how to take advantage of remote working. This course, which comprises three video lessons, discusses how to be a productive worker, as well as how to effectively manage remote workers and remote teams. Ultimately, remote workers will understand how to maximize their efficiency and effectiveness even when working from home. Likewise, managers will come to realize the benefits of remote workers and learn how to lead them effectively.	EMPLOYEE AND SUPERVISOR	

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<b>Effective Communication for Remote Teams</b>	<b>3 minutes</b>	It's normal to worry that having a remote team or team members might decrease productivity. But with these practices in place, your worries about productivity should be a thing of the past.	SUPERVISOR ONLY	
<b>Staying Productive while working remotely</b>	<b>5 minutes</b>	Welcome to the "Stay Productive While Working Remotely" video lesson meant to help remote workers maintain their discipline and motivation. This lesson provides productivity tips that cover everything from creating a structured routine to practicing self-care to constantly learning and improving. In the end, learners should feel confident in their ability to overcome the obstacles that come along with remote working and stay productive while on the clock.	EMPLOYEE AND SUPERVISOR	