New to Working Remotely?
Learn Tips from the Pros.

From time management to leading meetings, working remotely calls for a shift in the way we approach our everyday work.

LinkedIn Learning on Bridge offers an array of online courses to help you navigate working remotely.

LinkedIn Learning is sponsored by Temple ITS, so it is available free of charge for faculty and staff and can be accessed anywhere, anytime.

Check out HR Learning and Development’s recommended courses below, or on our “Working Remotely” channel on Bridge.

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Working Remotely: The Essentials

• Working Remotely
  When you unlock the power of remote work, you can ditch your commute, work where you focus best, and spend more time doing things you love, all while advancing your career. Coach Mike Gutman from FlexJobs shows how to use today’s cloud-based communication and collaboration tools to get work done from anywhere, while remaining connected to your organization. He reveals how you can create a productive work environment at home or around town by structuring your day correctly and avoiding distractions. He also explains how to build rapport with remote colleagues so you feel like you’re part of the team and succeed in your remote career. Watch this course to learn how to work productively, when and where you want, and achieve the freedom and flexibility you need for a more balanced life. Click here to begin.

• Time Management: Working from Home
  Working from home is a wonderful opportunity, but time management can be a challenge. With so many demands on your time and attention, it’s a tricky balancing act to stay productive. In this course, bestselling author and productivity expert Dave Crenshaw offers best practices for anyone who works full-time or occasionally from home. Dave begins by showing how to set up a dedicated workspace for maximum productivity, including tips on setting up your computer to
ensure you stay focused. Then Dave walks through how to craft your daily schedule for peak productivity and plan meaningful breaks to avoid burnout. He explains how to collaborate with remote coworkers, including how to use virtual meetings productively. Finally, Dave offers advice for working parents and other caregivers who might be balancing professional and personal responsibilities in the home.

Click here to begin.

• Executive Presence on Video Conference Calls
Learn how to shine on video conference calls. Communication consultant Jessica Chen provides expert advice to look and sound confident, collected, and smart on your next conference call or video presentation. Discover how to prepare your material, how to contribute to the call, and how to incorporate engaging visuals. Get body language, posture, and wardrobe tips to make a powerful impression. Finally, learn the technical details to building a mini "studio" for conducting calls, including choosing a webcam, lighting yourself, and placing a microphone for quality sound.

Click here to begin.

• Working Remotely: Leadership

• Leading Virtual Meetings
Leading virtual meetings is a critical competency for leaders who manage a remote or blended team. Join leadership and management expert Kevin Eikenberry as he identifies the challenges to holding a productive meeting online, and shares tactics for making these meetings successful. Learn about how to choose the right platform, set expectations for conduct, clarify roles, create a great agenda, and more.

Click here to begin.

• Leading at a Distance
Technology has enabled many former office workers to work from home or anywhere remotely. As the overall job landscape shifts, the number of remote workers will likely continue to increase. For the managers and leaders spearheading these remote teams, as well as teams that consist of remote and in-person employees, making the jump from in-person to virtual leadership can be challenging. In this course, instructor Kevin Eikenberry lays out how to lead effectively from a distance. He dives into the basics of remote leadership, such as how working remotely changes interpersonal dynamics. Plus, he shares tips for getting results at a distance—including how to provide remote coaching and feedback—as well as how to build trust, set reasonable boundaries as a long-distance leader, and more...

Click here to begin.

• Managing Virtual Teams
Working remotely has been on the rise for many years now, with research showing that hiring managers expect nearly half of all their workers to be working remotely over the next decade. While many trends feed into this way of organizing work, managing the work effectively will be key to the success of organizations globally. In this course, instructor Phil Gold provides managers
with a clear approach for getting the most out of their remote teams. He zeros in on the key factors that will ensure productivity, engagement, and growth, as well as a manager's role in building trust, removing roadblocks, nurturing connections with team members, and setting clear goals.

Click here to begin.

**Working Remotely: Temple Collaboration Tools**

- **Learning Zoom**
  Collaborate more seamlessly using Zoom, the popular video conferencing tool. In this course, staff instructor Garrick Chow shows how to schedule, moderate, and participate in Zoom meetings. Garrick begins by showing how to set up your Zoom account and adjust audio and video settings. Next, he walks through joining and participating in meetings scheduled by others. Garrick covers how to use a variety of options during meetings such as adjusting views, muting your microphone, turning your video camera on and off, and sharing your screen. Finally, Garrick demonstrates how to host your own Zoom meetings, from scheduling and adjusting moderator settings to recording meetings.
  
  Click here to begin.

- **Team Collaboration in G Suite**
  G Suite (formerly Google Apps for Work) was designed with collaboration in mind. In this course, learn how to fully leverage the collaboration features offered in this popular cloud-based productivity platform. Dan Gookin offers tips for maximum team productivity using the G Suite apps, explaining how to partner with colleagues on documents, manage files and folders as a team on Google Drive, and use Google Meet to get together and share ideas. Plus, he demonstrates how to create a shared schedule, use Google Sites to create webpages for sharing documents, use Google Slides to give presentations, and more.
  
  Click here to begin.

**Working Remotely: Making the Shift**

- **Productivity Tips: Finding Your Productive Mindset**
  Time management tools and programs can only go so far. If you want to boost your productivity in a lasting way, you need to change the way you look at your time and your tasks. In this installment of the Productivity Tips series, productive leadership author and speaker Dave Crenshaw explains how to boost your productivity by shifting your perspective. Dave shares bite-sized, actionable tips for finding room in your schedule to improve your productivity, developing flexibility, and avoiding lower-value activities. Plus, get strategies for shaking off negative experiences, adding meaning to your workday, and more.
  
  Click here to begin.
• Managing Stress for Positive Change
In the workplace, stress is often viewed in purely negative terms. It's seen as a response that should simply be minimized or pushed aside; however, it's possible to use stress to fuel positive change. In this course, join instructor Heidi Hanna, PhD as she discusses what stress is, exactly; how you can train yourself to use stress in more effective ways; and what managers can do to reduce employee stress when an organization experiences difficult times. She covers how individuals can use stress for good by assessing and adjusting it, as well as what you—as a manager—can do to create an environment and communication style that helps connect employees to the bigger picture.
Click here to begin.

• Developing Resourcefulness
Being able to do more with less is a highly valued skill in any organization, and not just in down times. In this course, Dr. Todd Dewett helps you assess your resourcefulness by first evaluating your professional resources (personal network, expertise, information, and access to finances) and explains how to decide when and how to use them. He also provides advice on developing habits to cultivate resourcefulness, such as asking the right questions and building your network across a broad spectrum.
Click here to begin.

• Building Resilience
Have trouble getting by when the going gets tough? Everyone wants to perform well when the pressure's on, but a lot of us withdraw in times of stress or adversity. If you can build your resilience, you'll have an easier time facing new challenges and earn a valuable skill to offer employers. In this course, Kelley School of Business professor and professional communications coach Tatiana Kolovou explains how to bounce back from difficult situations, by building your "resiliency threshold." She outlines five training techniques to prepare for difficult situations, and five strategies for reflecting on them afterward. Find out where you are on the resilience scale, identify where you want to be, and learn strategies to close the gap.
Click here to begin.

And be sure to check out the LinkedIn Learning Library in Bridge (Bridge Log In) to explore over 2000+ different course options on a variety of topics!