

How to Stand out Remotely

GoSkills online course syllabus

Skill level

Beginner

Lessons

17

Pre-requisites

No prior experience needed

Video duration

45m

Estimated study time

45m 7s

Instructor

Bianca Lager

Introduction

1 Becoming a remote rockstar

Today's workplace involves working from anywhere, and although this permits a lot of freedom and flexibility, it can be easy to feel like you're lost in the shuffle.

Remote Work Life Logistics

2 Who counts as a remote worker?

Workplaces come in many forms. After this lesson, you'll be able to interface with different types of non-traditional workspaces and workers.

3 Your workspace and video studio

Your workspace is your productivity sanctuary and doubles as your video studio.

4 Tools checklist

From Slack and Zoom to webcam tips, after this lesson, you'll be able to employ various tools to enhance your remote presence.

The Self Care Guide for Remote Workers

5 Setting a realistic plan

The key to success in remote work is structure.

6 Your morning secret weapon

All extremely successful people have one thing in common - a strong morning routine.

7 Remote work boundaries

The more guidance and boundaries you provide, the fewer misunderstandings will occur and the more smoothly work can stay on track.

Excellent Remote Communication

- 8 **Staying organized**
When working remotely, it can become easy for things to fall to the wayside or to forget important details.
- 9 **Engaging with colleagues**
Your relationship with your colleagues is always a vital part of a successful career.
- 10 **Your relationship with your manager**
Out of all your work relationships, the one with your manager is pivotal to your success and happiness.

Rockstar Remote Managers

- 11 **Transparency around bandwidth**
Not having clear boundaries is one of the fastest ways to lose track of your time when managing a team.
- 12 **Leading social online meetups**
If you have been tasked with leading, hosting or creating online events is part of the territory.
- 13 **Clarifying expectations**
Keeping your remote team on track and productive starts with strong leadership.

Radiate Positivity Remotely

- 14 **Positive online presence**
On or off camera, your remote presence is felt by others. After this lesson, you'll be able to use a toolkit of skills to ensure that you stand out.
- 15 **Dealing with conflict**
Inevitably, workplaces are prone to misunderstandings, and the remote workplace is no exception.
- 16 **Virtual don'ts**
Positivity gets you a long way in the virtual world, but there are some behaviors that can sink that effort fast.

Conclusion

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The long haul

Now that you've finished this course, you should feel confident in your ability to make your presence shine in a virtual work environment.

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