

## Remote Work at Scale (LFC114)

Learn how to optimize communication, boost productivity, perfect meetings, embrace asynchronous workflows, fortify online connections, and prioritize mental health in remote settings.

**Duration:** 1 Day

### Prerequisites for this course

In order to complete this course, learners should be able to:

- Email and text-based collaboration skills.
- Understanding collaborative digital tools such as Teams, WebEx, Slack, and WhatsApp.
- Understanding of digital calendaring systems.
- Understanding of digital document systems (e.g., Word and Google Docs).
- Professional level of self-awareness and emotional intelligence.

### Outline for this course

Chapter 1 - Course Introduction

Chapter 2 - Self as Instrument

Chapter 3 - Communicating Effectively Through Text

Chapter 4 - Manager of One: Take Control of the Remote Workday

Chapter 5 - Memos Over Meetings: Embracing Async Workflows

Chapter 6 - Home Is Where the Heart Is: Perfecting Your Workspace

Chapter 7 - Rapport, Relationships, and Protecting Mental Health