

# How to Stand out Remotely

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

17

**Accredited by**

Verified by GoSkills

**Pre-requisites**

No prior experience needed

**Video duration**

45m

**Estimated study time**

45m 7s

**Instructor**

Bianca Lager

## Introduction

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### 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

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### 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

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### 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

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## 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

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## 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

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## 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.

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## 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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