

From: HR Training

Date: Wednesday, March 18, 2020 at 11:59 AM

To: TCU All Faculty/Staff

Subject: Tips on Remote Working: Setting Yourself and Your Teams Up for Success - LinkedIn Learning

The Employee Engagement and Organizational Strategy (EEOS) team remains committed to supporting faculty and staff leaders, managers and individual contributors across campus during this unusual time. Because all face-to-face professional development sessions are cancelled through April 3rd, we are sourcing relevant content from credible sources for tools and learning that continue to strengthen our workforce. If you or your team have specific concerns you'd like us to address, please send a kind note to HRTraining@tcu.edu.

Today we are sharing these **free** [LinkedIn Learning courses](#) focused on being productive while working from home, including tips on using virtual meeting tools to build relationships in this new working environment. For those who will be teaching online for the first time, there's a course about executive presence on video conferencing that some may find valuable.

Following the link above (or clicking the picture below) will take you to a page that looks like this, where you can access 16 courses:

The screenshot shows a LinkedIn Learning course page. At the top, there's a header with a woman's face and a blue bar. Below this, the course title "Remote Working: Setting Yourself and Your Teams Up for Success" is prominently displayed under the category "Business: Professional Development". A "Share" button is to the right. To the right of the title, "Learning path details" are shown: "13h 24m of content" and "16 items of learning content", with a "Start Learning Path" button below. Below the title, a description reads: "Optimize working remotely, whether you're new to remote work or not, and whether you're leading a team or part of a team involving distributed team members. Discover how to be productive and stay connected when working from home or other remote environments." Three key takeaways are listed: "Learn how to effectively work remotely.", "Gain tips for adjusting to changes in your work environment.", and "Explore virtual communication tools for staying connected." Below this, a progress bar shows "16 ITEMS · 13h 24m". The first item is a course titled "Working Remotely" by Mike Gutman, released Oct 30, 2018. It includes a thumbnail image of a person working, a "1h 0m" duration, and a description: "Learn best practices for working remotely. Use today's cloud-based tools to stay productive, build culture, and work seamlessly with your team—anywhere there is internet." It also shows "27,883 viewers".