

Telework Online Training for Employees and Managers

Below is a compilation of educational opportunities and resources. It is not intended to be a complete list of education, nor a list of education approved by the Supreme Court of Ohio. It is intended to assist you in locating a wide variety of free learning and development opportunities for court personnel. While every effort is made to have current links and information listed, resources are subject to change.

Courses for Employees

[How to Win at Working from Home](#)

Course is conducted through Zoom and is accessible whenever convenient. Each half-hour module can stand on its own; lessons are applicable to any type of working environment. You don't have to attend every module and can jump in or out at any time.

Duration: .5 hours per module

Cost: Free

[Remote Working: Setting Yourself and Your Teams Up for Success](#)

Optimize working remotely, whether you're leading or part of a remote team. Discover how to be productive and stay connected when working from home or other remote environments. Sixteen different courses are available.

Duration: Varies by course

Cost: Free

[Best Practices for Working Remotely](#)

Topics include:

- Ways to communicate to stay accountable (and social!) with your colleagues
- Best practices for running meetings virtually
- Suggestions for accountability and productivity when working from home
- Ideas for structuring and planning your day and workspace for optimal results
- Quick tips for managers leading remote teams

Duration: .5 hours

Cost: Free

There are also paid telework courses available from this site.

[Telework Fundamentals - Employee Training](#)

These courses cover the essentials of telework to ensure that employees have access to the training they need to be motivated and effective teleworkers.

Duration: Variable

Cost: Free

[How to Transition Your Team to Remote Work](#)

Duration: 1 hour

Cost: Free

Courses for Managers

[COVID-19: Managing Your Workforce Through Disruption](#)

COVID-19 is creating unprecedented disruption to the workplace and the world. Gallup's chief workplace scientist and other experts have gathered everything we've learned on disruption and other crises through research, hands-on experience, and our connections with leaders around the world to give you insights that can help your workforce adapt quickly.

Duration: 1 hour

Cost: Free

[Preparing Your Team for Remote Work](#)

An increasing number of events — from storms to the coronavirus — are pushing many teams to work remotely. This webinar will help those who have been suddenly thrown into remote work by discussing best practices for managers of remote workers.

Duration: 1 hour

Cost: Free

[Managing Remote Teams](#)

Remote work is rapidly becoming the norm for digital workers. Learn how to become an effective manager of remote teams and master everything from recruiting, communication, performance, and culture.

Duration: 1.5 hours

Cost: Free

[Making Work from Home Work for You](#)

This course is targeted at managers interested in leading a successful remote working team. Follow the story of a small, privately-owned company that is suddenly faced with the need to implement policies for remote workers.

Duration: 2.5 hours

Cost: Free

Additional resources available from site.

[Telework Fundamentals - Manager Training](#)

These courses cover the essentials of telework to ensure that managers have access to the training they need to be motivated and effective leaders of remote teams.

Duration: variable

Cost: Free

[Remote Working: Setting Yourself and Your Teams Up for Success](#)

Optimize working remotely as the leader of a remote team. Discover how to manage and stay connected to remote employees. Sixteen different courses are available.

Topics of interest to managers include:

- Executive Presence on Video Conference Calls
- Leading at a Distance
- Managing Virtual Teams

Duration: Varies by course

Cost: Free

Tip Sheets and Guides

[Gitlab 2020 Remote Playbook](#)

[Why Great Teams Embrace Remote Work](#)

[Trello Work from Home Guides](#)

[Coping with COVID-19: How to Work Productively from Home in a Time of Social Distancing](#)

[Top Tips to Successfully Work from Home While Parenting During COVID-19](#)

[Telework Toolkit](#)