

Online Training Resources for Remote Work

If only changing your workflow from being in the office to being remote were as easy as pushing a button!

Working from home can be a completely new and challenging experience, but there are some tips and tricks to make the most out of this time. Below are some training resources to help get you settled into a new routine and effectively continue to work on your important projects and responsibilities.



LinkedIn Learning Courses – No Account Required

LinkedIn Learning has temporarily made some of their courses available without a need for login to help staff transition to remote work. Here are some of our favorites (each course is about 30-60 minutes long). Just click the link to start watching:

[Working Remotely](#) shows how to use today's popular cloud-based communication and collaboration tools to get work done from anywhere, while remaining connected to the Getty. It reveals how you can create a productive work environment at home by structuring your day correctly and avoiding distractions.

[Time Management: Working from Home](#) begins by showing how to set up a dedicated workspace for maximum productivity, including tips on setting up your computer to ensure you stay focused. It then explains how to collaborate with remote coworkers, including how to use virtual meetings productively, and offers advice for working parents and other caregivers who might be balancing professional and personal responsibilities in the home.

[Executive Presence on Videoconference Calls](#) covers how to prepare your material, how to contribute to the call, and how to incorporate engaging visuals. Get body language, posture, and wardrobe tips to make a powerful impression.

[Leading Virtual Meetings](#) identifies the challenges to holding a productive meeting online, and shares tactics for making these meetings successful. Learn about how to choose the right platform, set expectations for conduct, clarify roles, create a great agenda, and more.

[Leading at a Distance](#) has a few particularly appropriate videos for supervisors, including [Remote Coaching and Feedback](#) and [Remote Goal-setting](#).

Want to see the whole batch available? Click here to see the entire [Remote Working: Setting Yourself and Your Teams Up For Success](#) collection.

Staying Productive and Mentally Healthy

It is important to focus not only on being productive, but also on maintaining a healthy headspace. Here are some [tips to help you with the transition from being in the office to working in a mostly isolated environment](#), such as creating a specific work plan, choosing a work buddy for some social interaction, and thinking about how best to communicate.