cprf. THE SCHOOL OF ADAPTIVE COMPUTER TRAINING

Working Remotely

Now Enrolling!

Online **or** in person class options available.

Class Description
Students will learn behaviors and techniques to facilitate and participate effectively and safely in a virtual environment. They will learn how to effectively host and participate in virtual meetings.

Topics Covered
- Technology requirements and options
- Online professionalism
- Online etiquette
- Creating the right environment
- Online risks and protection
- Hosting a meeting
- Working from home
- Virtual job interviews
- Participating in a meeting:
  - Optimize camera and microphone setup
  - Surroundings
  - Appearance
  - Body language
  - Virtual backgrounds
  - Managing noise

Expected Student Outcomes
- Describe technology required to host or participate in a virtual meeting,
- Describe how to create a professional environment for video conferencing,
- Describe appropriate professional behaviors for online meetings,
- Demonstrate ability to join an online meeting and effectively manage the technology, and.
- Demonstrate how to host a meeting:
  - Schedule a meeting,
  - Invite meeting participants,
  - Start a meeting,
  - Admit and manage participants,
  - Screen and eject unwanted participants,
- Share computer screen

Visit **www.cprf.org/programs/sact** to view our current class schedule.