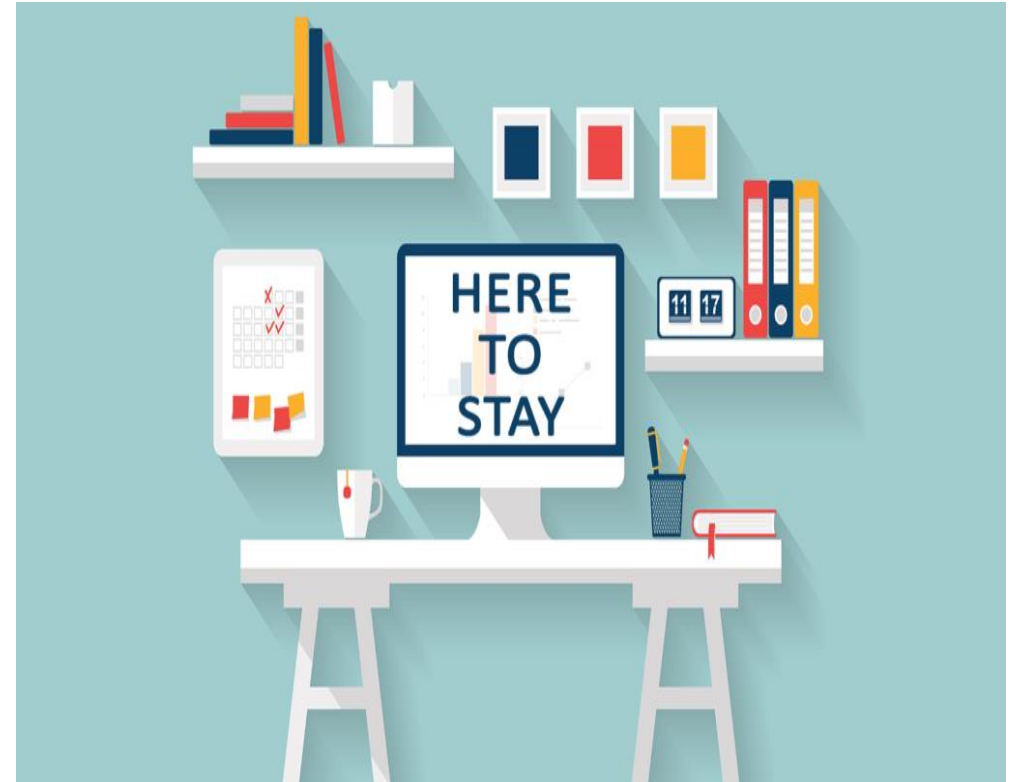


Remote Work

Is it for you?



Arapahoe/Douglas Works!
Workforce Center
www.adworks.org
303.636.1160

X @adworks303

in Arapahoe/Douglas Works!

Arapahoe/Douglas Works! is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.



Thank you for choosing to attend our
Remote Work
workshop brought to you by the
Arapahoe/Douglas Works! Facilitation team.

We facilitate all our workshops as if they are in a live classroom setting. For virtual workshops please be respectful and mindful of your camera if your video is on.

“To ensure compliance with current A/D Works! And Arapahoe County IT policies for virtual platform use and information storage, attendees are asked **not to use** AI tools to capture notes during any of our workshops currently.”



Objectives

- ✓ Review the concept and reason for Remote Work
- ✓ Identify the requirements for remote work
- ✓ Investigate places to find remote work
- ✓ Explore best practices for remote work

Breakout Groups

In your small group.....

- ✓ Introduce yourself
- ✓ Share what type of remote work you are seeking



What is remote work?

- ✓ Remote work is a working style that allows professionals to work outside of a traditional office environment. It is based on the concept that work does not need to be done in a specific place to be executed successfully.
- ✓ There has been a cultural paradigm shift in what society deems to be an appropriate workplace - and remote work has capitalized off that newfound freedom.



Why work remotely?



- ✓ Flexible lifestyle
- ✓ Better health and wellness
- ✓ Renewed passion for their job
- ✓ Saved worker's money
- ✓ Benefits the environment
- ✓ What else?

How does remote work benefit organizations?



- ✓ Higher productivity
- ✓ Cost savings
- ✓ Engages employees
- ✓ Increases workforce diversity
- ✓ Decreases missed days
- ✓ Improves loyalty



Requirements for Remote Work

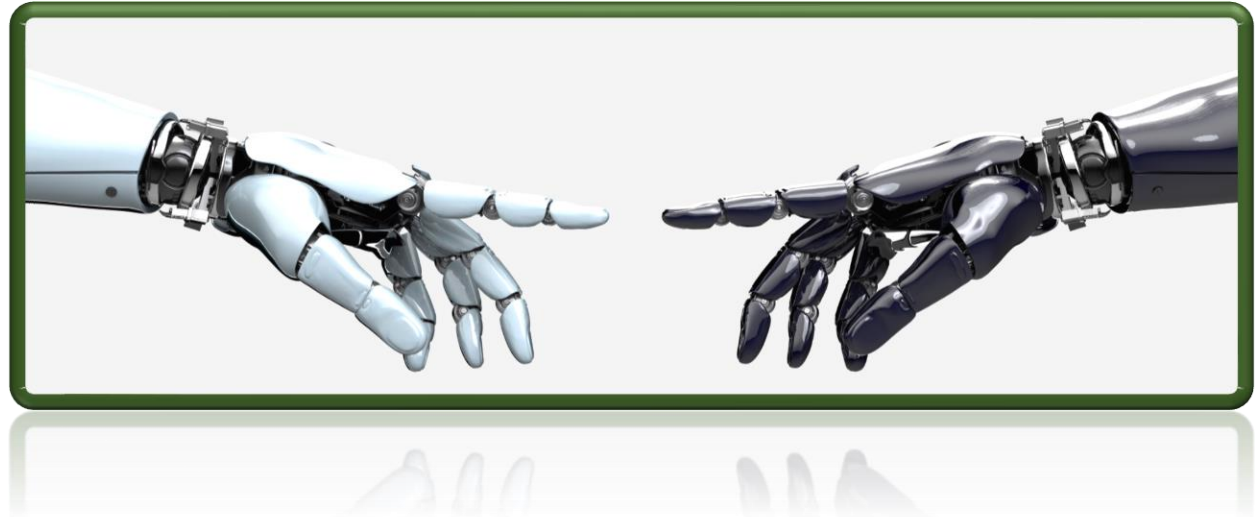
- ✓ Ability to do the job
 - Previous experience working remotely
 - Skills working with clients or coworkers across timelines
- ✓ Time and task management skills
- ✓ Self-motivation and focus
- ✓ Comfort with technology
- ✓ Proactive written and oral communication skills



Technology

Dedication to learning and using technology tools

- ✓ Email
- ✓ Mobile hotspots
- ✓ Team chat apps
- ✓ Screen sharing software
- ✓ Online office suites
- ✓ Cloud storage
- ✓ Video conferencing platforms (Zoom, Microsoft Teams, Slack) and the tools they possess
- ✓ Remote collaboration tools (Google docs, MS SharePoint)



Where to find remote work

- ✓ <https://www.flexjobs.com/>
- ✓ <https://justremote.co/>
- ✓ <https://remotive.io/>
- ✓ <https://angel.co/>
- ✓ <https://talent.hubstaff.com/>
- ✓ <https://weworkremotely.com/>
- ✓ <https://www.skipthedrive.com/>
- ✓ <https://www.workingnomads.co/jobs>
- ✓ <https://remote.co/>



Best Practices for Remote Work

- ✓ Practice good meeting etiquette
- ✓ Experiment with what makes you most productive
- ✓ Prioritize documentation and clear communication
- ✓ Create boundaries between work and life



Best Practices *Continued*

- ✓ Make yourself visible at work
- ✓ Connect with your teammates
- ✓ Build in accountability
- ✓ Define your and the team's responsibilities
- ✓ Focus on your health



How to Succeed as a Remote Worker



Thank you for attending our workshop today.

We'd appreciate your feedback. Please click on the link below to access our workshop evaluation.

We especially enjoy your personal comments.



Workshop Evaluation, link:

<https://fs8.formsite.com/adworks/Evaluations/index.html>

To reach a Career Services Advisor, link:

<https://fs8.formsite.com/adworks/form52/index.html>