# Skills for Working Remotely

## Online Course List

## Courses Helpful for Everyone

Contributing as a Virtual Team Member

Encouraging Team Communication and Collaboration

Facing Virtual Team Challenges

Maximize Your Productivity by Managing Time and Tasks

Overcoming Virtual Team Conflict

Organize Your Physical and Digital Workspace

Reaching Goals Using Perseverance and Resilience

Staying Balanced in a Shifting World

Take a Deep Breath and Manage Your Stress

Writing Effective E-mails and Instant Messages

## Courses Helpful for Supervisors

Establishing Effective Virtual Teams

Leading Your Team through Change

**NYS & CSEA Partnership**
*for Education and Training*

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*Note:* You must have an active Online Learning license to access these courses. All online courses are taken through the Statewide Learning Management System (SLMS). Once in SLMS use "Find Learning" to search for the course by name. CSEA-represented employees can view how to request a license by visiting: https://www.nyscseapartnership.org/OnlineLearning/SLMS/SLMSApplyforOllLicense.pdf.