

Remote Work Certificate Program

A 4-week online educational program on how to be a successful remote worker.

“One trend that will outlast the COVID-19 pandemic: **remote work.**”¹



37% of U.S. jobs could be done from home full-time.¹



Over 80% of employers say they'll have more lenient work-from-home policies after the pandemic.¹



Many people will continue working remotely. Those who return to the office will need to work in ways that are compatible with their remotely working associates.²

Enhancing the remote work transition for:



Freelancers



Virtual Employees



Entrepreneurs



And More!

The Remote Work Certificate course aims to change the way you work for the better.

How we can help your remote work transition:

- Supportive online community
- Tools and skills needed to work remote
- Weekly Zoom meetings
- Interactive workshops
- Direct collaboration with peers and coaches
- Completely online

4
WEEKS

9
MODULES

ALL
FREE³

REGISTER AT:
pcrd.purdue.edu/remoteworkcertificate
use discount code: **SBAGrant22**

¹ REMOTE WORK IS HERE TO STAY." Kiplinger's Personal Finance 74.11 (2020): 17. Web.Kiplinger's Personal Finance. Nov2020, Vol. 74 Issue 11, p17-17. 1/4p.

² "Quick Look: The Future of Remote Work." Benefits Magazine 57.9 (2020): 10-11. Web

³ For residents of the following Indiana Counties: Adams, Allen, DeKalb, Huntington, Kosciusko, LaGrange, Noble, Steuben, Wabash, Wells, Whitley

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Our 9 modules help you get ready
HERE'S HOW

- 1** Learn about the components of an average day of a remote worker
- 2** Discuss the unique strategies and requirements of virtual communication
- 3** Understand the processes of task management
- 4** Evaluate the strategies for effective independent personal management
- 5** Learn how teamwork occurs in a virtual work environment
- 6** Identify common security risks to working online
- 7** Understand how to problem solve autonomously
- 8** Evaluate and prepare for virtual career options
- 9** Plan career development with your coach

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Use discount code: **RBDG_Grant22**

We can assess and develop your basic computer skills, internet basics, using email, Windows, and Mac OS through Northstar at no additional cost to make sure you're ready for the course! This training is provided through the NIIC Community Navigator Pilot Program to serve Northeast Indiana entrepreneurs.

Questions?

Email pcrd-web@purdue.edu or Call (765) 494-7273



Funded by a cooperative agreement with the U.S. Small Business Administration (SBA).
sba.gov



Northeast Indiana Innovation Collective™

The HUB Organization (NIIC) works with 5 Partners/ SPOKE ORGANIZATIONS to serve Northeast Indiana entrepreneurs. SPOKES include Allen County Public Library, Bankable, Fort Wayne Urban League, Purdue Extension Allen County, Region3a. niic.net

