

# WORKFORCE AND PROFESSIONAL DEVELOPMENT



**Maine's  
Community Colleges**



# REMOTE WORK ESSENTIALS FOR PROFESSIONALS

**OFFERED AT NO-COST TO MAINE  
RESIDENTS THROUGH DECEMBER 2023!**

## REMOTE WORK ESSENTIALS FOR PROFESSIONALS

training gives learners the tools to be effective, healthy and productive remote and hybrid employees. Appropriate for seasoned employees and those new to remote work, it covers the essential tools to maintain health and wellness, assess your readiness for remote employment, communication, teamwork and using remote tools such as video conferencing, Sharepoint, Slack and other communication tools. This course is recommended for anyone who works as part of a remote or hybrid team or supervises or manages one..

**4 hours | Self-paced**

## SIGN UP NOW

Visit <https://form.jotform.com/231633963914158> to sign up today.

## FOR MORE INFORMATION

Email [remotework@mccs.me.edu](mailto:remotework@mccs.me.edu)



**LEARN HOW TO BE AN EFFECTIVE, PRODUCTIVE  
AND HEALTHY REMOTE WORKER**  
**ONLINE AND SELF-PACED**

This program is provided in partnership with the Harold Alfond Center for the Advancement of Maine's Workforce, which offers short-term training through Maine's community colleges, to upskill and strengthen Maine's workforce.



HAROLD ALFOND CENTER  
FOR THE ADVANCEMENT OF  
**MAINE'S WORKFORCE**

Short-term workforce training through Maine's community colleges