Virtual Team Members
Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Virtual Team Members". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Virtual Team Members

The rise of the virtual workforce means more and more companies are managing quasi or fully virtual teams. These days, almost anyone can work remotely, but this doesn't mean that everyone is suitable for virtual work. In this course, we will look at some of the characteristics that make people suitable for virtual roles. We will also look in more detail at what kind of environment, equipment and capacities make for a successful virtual team member.

Learning Objectives – Virtual Team Members

By the end of this course, you will understand the following:

- What kind of person is suitable for a virtual position
- What the requirements for a virtual workspace are
- How to maintain balance and focus as a virtual worker and how to support your team to do so as well
- Key considerations around communicating with virtual workers

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Who is Suitable for a Virtual Position?

Four Essential Characteristics of Remote Workers

Characteristic	Notes
Self-Starter	
Self-Motivated	
Self-Disciplined	
Self-Sufficient	

Working with Technology

Organization and Time Management

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Requirements for a Virtual Workspace

The Right Environment

Free from Distractions

Well Lit

Good Ventilation and Temperature Control

Orderly and Uncluttered

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Personal Touches

Virtual Office Setup

Component	Notes
Computer, Internet, and Accessories	
Desk and Chair	
Storage Solutions	
Stationery and Office Consumables	

Maintaining Balance and Focus

Healthy Habits

Set Boundaries around Time

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Take Appropriate Breaks

Fuel and Fluids

Video Notes

Communicating with your Virtual Team Members

Journaling Activity

Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. What are the most important criteria that you use when selecting virtual team members?

2. What are the primary tools and technologies used in your virtual team and how would you evaluate their effectiveness?

3. What are the greatest challenges around communication with your virtual team members?

4. How can you better support your virtual team members to cultivate a healthy and productive working pattern and environment?