

# Who is Suitable for a Virtual Position 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 "Who is Suitable for a Virtual Position". 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 – Who is Suitable for a Virtual Position

In this lesson, we will look at the qualities required to succeed in a virtual job role. To some extent, the qualities you need to do your job virtually are the same that you would need to do the same job in an office or on location. You will need to have the correct skills and qualifications for the role, as well as a genuine passion and enthusiasm for it. In addition to these, for a virtual role, you will also need to demonstrate that you are self-sufficient, responsible, organized and trustworthy enough to get the job done in a remote setting.

## Learning Objectives – Who is Suitable for a Virtual Position

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

- What makes a good virtual team member
- The importance of communication and collaboration for virtual team members
- Why you need to be good at organizing yourself and managing your time
- The need for good technology literacy in a virtual role

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## The Four “Self” Characteristics

### Self-starter

### Self-motivated

### Self-disciplined

### Self-sufficient

# Who is Suitable for a Virtual Position

## Study Guide

### Working with Technology

### Communication and Collaboration

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## Journaling Exercise - Communication and Collaboration

## Organization and Time Management

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## Journaling Activity - Organization and Time Management

### 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 skills and qualities do you already have that make you suitable for a virtual position?
2. Which of the areas discussed in this course present opportunities for you to learn and grow?
3. What do you think are the greatest challenges you will face as a virtual employee?
4. What are the biggest distractions you will need to be aware of when working from home?