

ICDL Workforce REMOTE WORK



The Remote Work module covers the main concepts and good practices needed to work effectively from any remote location.

Being able to work effectively outside of the office is beneficial for both employee and organisation, and at times a necessity for business continuity. However, without the necessary skills, working remotely can be an ineffective and frustrating experience.

This module is suitable for any candidates who work remotely, or are preparing to work remotely. It covers the key concepts and good practices for working remotely, as well as the main types of tools that can be used to support remote work and the key considerations for using them effectively.

Understand the main concepts and good practices needed to work effectively from any remote location

The Remote Work module is part of the ICDL Workforce Programme, designed to build the digital skills of the modern workplace.

Main learning outcomes

Successful candidates will be able to understand the key concepts, benefits and challenges of working remotely. After passing this module, candidates will also be able to set up a remote working environment, be familiar with organisational policy, technology and security requirements, and be aware of the tools available to support remote work. They will be able to:

- understand the key concepts, benefits and challenges of remote work
- know how to self-manage and work effectively as a team in a remote environment
- set up a remote working environment taking into consideration organisational policies, technology and security requirements
- understand the main tools for supporting remote work and considerations for using them effectively

Module Overview	
Category	Skill Set
Introductory Concepts	<ul style="list-style-type: none"> • Key Concepts • Benefits and Challenges
Self-management, Teamwork	<ul style="list-style-type: none"> • Self-management • Teamwork
Setup	<ul style="list-style-type: none"> • Policies • Technology • Security
Tools	<ul style="list-style-type: none"> • Communications • Meetings • Idea Generation • Creation and Sharing • Calendars and Task Management

Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.
- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.
- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.
- ICDL modules focus on skills acquisition as well as an understanding of concepts.
- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

