



**SUCCESSFULLY
NAVIGATE THE UNIQUE
CHALLENGES OF**

**REMOTE
WORK**

PLACE ORGANIZATION NAME HERE

WHY EARN A CERTIFICATE IN REMOTE WORK?

Remote work is steadily growing in popularity—and with that popularity comes unique challenges. Our Optimizing Remote Work Bundle provides you with the necessary tools and skills to succeed in a remote work setting and navigate a virtual career. Professionals who work remotely achieve greater work-life balance, enhance productivity, and save on commuting costs.

WHAT WILL I LEARN?

Completing our remote work bundle prepares you to:

- Utilize different tools and resources to troubleshoot common computing problems
- Effectively identify and use cloud computing resources
- Identify strategies for reducing screen time
- Assess the effectiveness of different ways to reduce stress
- Locate resources to help remote workers maintain work-life balance
- Discuss how sleep and sleep hygiene are connected to our overall health and wellness
- Assess nutritional habits and their impact on health and wellness
- Compare strategies on how to best manage health-tracking technology use

For more information and a complete list of courses, visit:

Place Your Website URL Here

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CAREER PATHS

According to USA Today, 22 million workers in the U.S. hold remote work positions, accounting for 14% of the workforce. About 1 in 5 Americans are expected to work remotely by 2025. The industries with the highest remote work capabilities include business/finance, architecture/engineering, arts/entertainment, and legal. Common remote work career paths or growth opportunities include:

Virtual Assistant

Virtual assistants are responsible for providing administrative support to clients, including scheduling appointments, managing emails, and booking travel arrangements. Virtual assistants are tech-savvy and thrive in a flexible work environment. Hiring professionals look for candidates with excellent organizational skills and a willingness to take on a variety of tasks.

Data Analyst

Data analysts collect, review, and interpret data to identify patterns and trends and reveal business insights. As a data analyst, you are responsible for communicating your findings in meetings and presentations through the use of reports, dashboards, and visualizations.

Content Writer

Content writers publish content across various platforms, such as blogs, emails, social media, and websites. As a content writer, you are responsible for researching and developing content on a wide range of topics and ensuring all content aligns with business goals and values. Hiring professionals look for content writers with an understanding of SEO best practices.

The Optimizing Remote Work Bundle is available 100% online.

The courses included in this certificate carry:

IACET CEUs | ATD CI Credits

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