



Certified Remote Workforce Manager

Vskills Certifications

Vskills Brochure



Certified Remote Workforce Manager

Remote workforce management involves effectively leading and managing remote employees. This practice requires a mix of communication, processes and technology to lead a productive remote workforce.

Vskills certification for remote workforce management assesses the candidate as per the company's need for remote workforce management. The certification tests the candidates on various areas including communication skills, influence and persuasion tactics and applying email and technology tools

Why should one take Remote Workforce Manager Certification?

Pandemic has resulted in companies implement remote workforce management for their internal and external teams.

This Course is intended for professionals and graduates wanting to take certification for further career progression.

Earning Vskills Remote Workforce Manager Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their remote team management skills, and result in higher earning potential.

The certification covers

- Managing Team Behavior
- Building Trust
- Virtual Meetings
- Applying Email and Phone
- Technology Tools
- Managing Team Diversity

Who will benefit from taking Remote Workforce Manager Certification?

Team leaders, managers and professionals benefit from this certification. Professionals and students are able to showcase their skills and knowledge in managing remote teams.

The certification makes their CV stronger for a better role and can prove their employers the value of their skills through this certification.

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Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

Fee Structure

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Companies that hire Vskills Certified Remote Workforce Manager

IT companies, consulting companies like Accenture, IBM, TCS, etc require remote workforce managers. Remote workforce managers are in great demand. Companies are hiring skilled remote workforce managers. Various public and private companies also need remote workforce managers for effectively managing teams across the globe.

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1. Remote Workforce Basics

- 1.1 Team Basics
- 1.2 Basics of Remote Working

2. Communication Skills for Long Distance Manager

- 2.1 Team Communication
- 2.2 Types of Communication
- 2.3 Communication Pyramid
- 2.4 Communication Barriers
- 2.5 Effective Speaking
- 2.6 Active Listening
- 2.7 Coaching and Counseling
- 2.8 Nonverbal Communication
- 2.9 SBAR
- 2.10 Shared Understanding
- 2.11 Responding to Questions

3. Structuring The Team

- 3.1 Team Structure
- 3.2 Team Coordination, and Team Performance
- 3.3 Design of the Team System
- 3.4 Team Charter
- 3.5 Team Project Timeline
- 3.6 Team Role and Responsibilities
- 3.7 Team Dashboard

4. Building The Team

- 4.1 Team Sizing
- 4.2 Virtual Team KSA
- 4.3 Hiring the Team
- 4.4 Team's Assignment and Efforts
- 4.5 Building Team Spirit

5. Managing Virtual Team Behavior

- 5.1 Importance of Team Behavior
- 5.2 Acceptable Team Behavior
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- 5.4 Building Trust
- 5.5 Changing Behavior
- 5.6 Relationship Management
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6. Influence and Persuasion Tactics

- 6.1 Influence and Persuasion Basics
- 6.2 Cialdini's 6 Principles of Influence
- 6.3 Influential Power
- 6.4 Ensure Commitment
- 6.5 Grasp Other's Thinking
- 6.6 Connect and Influence
- 6.7 Projecting Warmth
- 6.8 Projecting Strength
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7. Email and Phone

- 7.1 Email Tactics
- 7.2 Using Your Voice for Impact
- 7.3 Perfect Voice Message

8. Virtual Meetings

- 8.1 Before the Meeting
- 8.2 During the Meeting
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9. Technology Tools

- 9.1 Evaluating the Right Technology
- 9.2 Golden Rules for Choosing Your Technology
- 9.3 Virtual Team Tools

10. Managing Team Diversity

10.1 Managing Diversity

10.2 Diverse Cultures Communications

11. Remote Team Monitoring and Security

11.1 Goal Setting

11.2 Managing Deadlines

11.3 Assigning Responsibility

11.4 Managing Tasks

11.5 Team Performance Management

11.6 Remote Workforce Monitoring

11.7 Remote Team Security

Certifications

- ▶ **Accounting, Banking & Finance**
 - Certified GST Professional
 - Certified AML-KYC Compliance Officer
 - Certified Business Accountant
 - Certified BASEL III Professional
 - Certified GAAP Accounting Standards Professional
 - Certified Treasury Markets Professional
- ▶ **Big Data**
 - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
 - Certified Cloud Computing Professional
- ▶ **Design**
 - Certified Interior Designer
- ▶ **Digital Media**
 - Certified Social Media Marketing Professional
 - Certified Inbound Marketing Professional
 - Certified Digital Marketing Professional
- ▶ **Foreign Trade**
 - Certified Export Import (Foreign Trade) Professional
- ▶ **Health, Nutrition and Well Being**
 - Certified Fitness Instructor
- ▶ **Hospitality**
 - Certified Restaurant Team Member (Hospitality)
- ▶ **Human Resources**
 - Certified HR Compensation Manager
 - Certified HR Staffing Manager
 - Certified Human Resources Manager
 - Certified Performance Appraisal Manager
- ▶ **Office Skills**
 - Certified Data Entry Operator
 - Certified Office Administrator
- ▶ **Project Management**
 - Certified Master in Project Management
 - Certified Scrum Specialist
- ▶ **Real Estate**
 - Certified Real Estate Consultant
- ▶ **Marketing**
 - Certified Marketing Manager
- ▶ **Quality**
 - Certified Six Sigma Green Belt Professional
 - Certified Six Sigma Black Belt Professional
 - Certified TQM Professional
- ▶ **Logistics & Supply Chain Management**
 - Certified International Logistics Professional
 - Certified Logistics & SCM Professional
 - Certified Supply Chain Management Professional
- ▶ **Legal**
 - Certified IPR & Legal Manager
 - Certified Labour Law Analyst
 - Certified Business Law Analyst
 - Certified Corporate Law Analyst
- ▶ **Information Technology**
 - Certified Angular JS Professional
 - Certified Basic Network Support Professional
 - Certified Business Intelligence Professional
 - Certified Core Java Developer
 - Certified E-commerce Professional
 - Certified IT Support Professional
 - Certified PHP Professional
 - Certified Selenium Professional
- ▶ **Mobile Application Development**
 - Certified Android Apps Developer
 - Certified iPhone Apps Developer
- ▶ **Security**
 - Certified Ethical Hacking and Security Professional
 - Certified Network Security Professional
- ▶ **Management**
 - Certified Corporate Governance Professional
 - Certified Corporate Social Responsibility Professional
 - Certified Leadership Skills Professional
- ▶ **Life Skills**
 - Certified Business Communication Specialist
 - Certified Public Relations Officer
- ▶ **Media**
 - Certified Advertising Manager
 - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
 - Certified Sales Manager
 - Certified Telesales Executive

& many more job related certifications

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