



THE SCHOOL OF ADAPTIVE COMPUTER TRAINING

To enhance the computer technical skills and marketability of people with disabilities and others affected by the digital divide.

Working Remotely

Class Description:

Students will learn behaviors and techniques to facilitate and participate effectively and safely in a virtual environment. They will learn how to effectively host and participate in virtual meetings.

>>>> NOW ENROLLING <<<<

Available online or in-person

Visit cprf.org/sact to view our current class schedule
(under "SACT RESOURCES & FORMS")

Topics Covered

- >> Technology requirements and options
- >> Online professionalism
- >> Online etiquette
- >> Creating the right environment
- >> Online risks and protection
- >> Hosting a meeting
- >> Working from home
- >> Participating in a meeting:
 - Optimize camera and microphone setup
 - Surroundings
 - Appearance
 - Body language
 - Virtual backgrounds
 - Managing noise
- >> Virtual job interviews

Expected Student Outcomes

- >> Describe technology required to host or participate in a virtual meeting,
- >> Describe how to create a professional environment for video conferencing,
- >> Describe appropriate professional behaviors for online meetings,
- >> Demonstrate ability to join an online meeting and effectively manage the technology, and
- >> Demonstrate how to host a meeting:
 - Schedule a meeting,
 - Invite meeting participants,
 - Start a meeting,
 - Admit and manage participants,
 - Screen and eject unwanted participants, and
 - Share computer screen

It's about employment and independence for people with disabilities. The rest is technology.

The School of Adaptive Computer Training | A program of Cerebral Palsy Research Foundation of Kansas, Inc.
5111 E 21st St N | Wichita, KS 67208 | (316) 652-1527 | AaronM@cprf.org | www.cprf.org/sact

