In collaboration with **ICDL** The Digital Skills Standard

INTI International University & Colleges™
YOUR FUTURE BUILT TODAY

REMOTE WORK

The Remote Work programme covers the fundamental concepts and best practices for effective remote work.

This programme is suitable for those who currently work remotely or plan to do so in the future, covering key concepts and best practices for remote work, as well as various tools that can support it and its effective use.

Students will receive an ICDL Certification upon passing the assessment.

Programme Outline
- Introductory concepts, benefits and challenges
- Self-management and teamwork
- Remote working setup
- Remote working tools

Objectives
- Understand the key concepts, benefits and challenges of remote work
- Know how to self-manage and work collaboratively as a team in a remote setting
- Set up a remote working environment while adhering to organisational policies, technology, and security guidelines
- Understand the main tools for supporting remote work, as well as the best practices for using these tools effectively

Learning Mode, Duration and Fee

LEARNING MODE	Online Learning	Face-to-Face (on-campus)	Self-Learning
DURATION	2 days		Within 12 months
FEE	RM 1,600	RM 1,600	RM 300

Level
■ Workforce

Assessment Mode
Test (upon completion of training)

Offered at
INTI International College Penang
INTI International College Subang

Intakes
MAY, SEPT, DEC

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