Managing a Virtual/Hybrid Workforce (Self-Paced)

Discover the requirements of the Telework Enhancement Act of 2010 (Public Law 111-292), and discuss the challenges of implementing those requirements. Recognize the similarities in managing on-site and virtual employees, and learn tips for managing virtual teams. Discover helpful resources, including links to online tools, for use back at the office. Leave the course one step closer to implementing a successful program to manage a virtual workforce.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/managing-a-virtual-hybrid-workforce-online

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Course Outline

Module 1: Introduction to Diversity and Inclusion
- Define key concepts related to diversity, equity, and inclusion (DEI).
- Understand the value of DEI in the workplace and broader society.
- Explore dimensions of diversity and their influence on identity and experience.

Module 2: Unconscious Bias and Systemic Inequities
- Identify types of unconscious bias and their impact on behavior and decision-making.
- Examine systemic inequities in organizations and institutions.
- Explore strategies to mitigate bias and promote fairness.

Module 3: Inclusive Communication
- Develop awareness of inclusive and respectful language.
- Understand the role of listening, empathy, and cultural competence in communication.
- Practice responding to microaggressions and exclusionary behavior.

Module 4: Building Inclusive Workplaces
- Identify actions leaders and team members can take to foster inclusion.
- Explore best practices for inclusive policies, hiring, and team dynamics.
- Analyze case studies of inclusive and non-inclusive workplace cultures.

Module 5: Allyship and Advocacy
- Define allyship and explore its role in creating equitable environments.
- Learn how to advocate for underrepresented groups effectively and respectfully.

- Develop personal strategies to take action and support inclusion initiatives.

Module 6: Moving from Awareness to Action

- Reflect on personal learning and growth related to DEI topics.
- Create a personal or organizational inclusion action plan.
- Commit to continued learning and accountability for inclusive leadership.