

Remote Learning Guide

Supporting your virtual professional development



Smooth seas do not make skillfull sailors.

– African Proverb

The challenges posed by the COVID-19 pandemic are unprecedented and will shape the future of our world and institutions for years to come. You can manage the present and prepare yourself for the future by continuing to develop your knowledge, skills, and abilities.

This list of resources provides options for engaging for distance-based professional development.

- Webinar Series
- Elevate Your Learning (eLearning modules)
- Free Online Resources
- Books and Articles
- TED Talks and Podcasts
- Independent Learning Projects

If you love our in-person professional development opportunities, check out our regularly updated webinar series. Throughout the next few months, we will be adapting some of our workshops to a virtual format. Visit the Workshop scheduler at the link below to see a list of available virtual webinars on a wide variety of topics:

workshops.appstate.edu

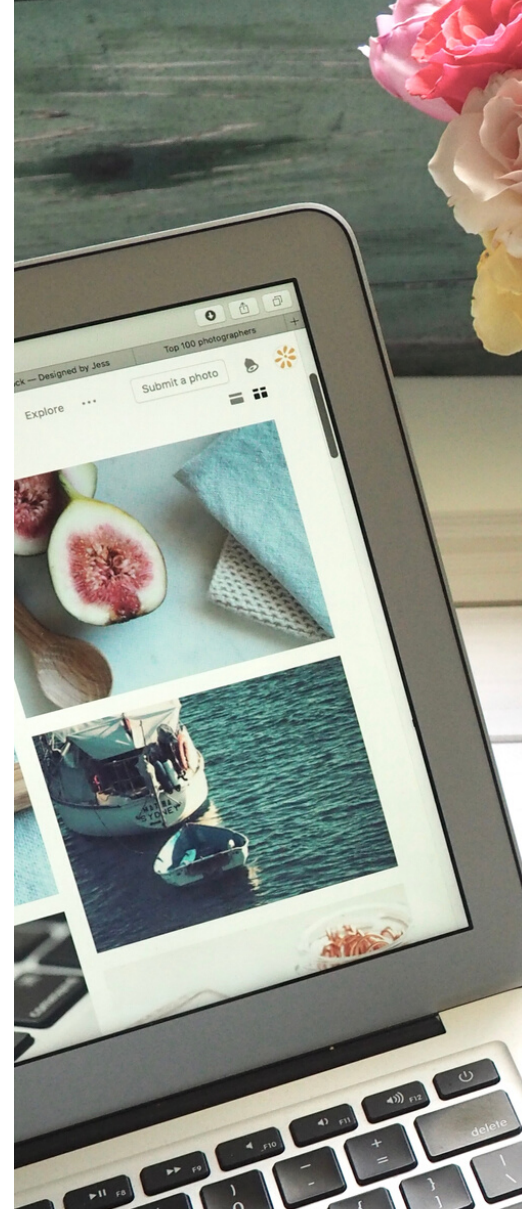


ELEVATE YOUR LEARNING: ON DEMAND

Elevate your Learning: On Demand is an online course containing a curated list of professional development modules. This list includes topics such as:

- Communication Skills
- Giving and receiving feedback
- Leadership
- Customer Service
- Utilizing Educational Assistance
- Zero Waste

Certificates will be provided upon successful completion of the course. To self-enroll in these courses, please [click here](#). For a very brief video with instructions on how to self-enroll, please [click here](#).



Free Online Resources

The resources below are just few of the many free professional development resources available on the web.

Click on the link to visit the website.

- [Helping Remote Leaders Succeed Playlist](#) - Remote Leadership Institute
- LinkedIn Learning - [Remote Working: Setting Yourself and Your Teams Up for Success](#)
- [CollectionCornerstone Cares](#) - Cornerstone has created a site with selected Playlists that you can access for free during the COVID-19 pandemic.
- [Coursera](#) - Build skills with courses, certificates, and degrees online, taught by top instructors from world-class universities and companies. Many of the courses are free, including this on [Fundamentals of Management](#).
- View this article from Entrepreneur.com with free resources - [Offer These 50 Free Professional Resources to Your Employees](#)
- [EdX](#) - is a massive open online course (MOOC) provider with university-level courses developed by schools, nonprofit organizations and corporations. These programs are offered for free to users, with courses from universities such as MIT and Harvard.

Independent Learning Projects

LEARN ON YOUR OWN WITH A VARIETY OF INDEPENDENT LEARNING PROJECTS.

CONDUCT A RESEARCH PROJECT

- Find articles related to current events in your field of work or higher education in general and write a report on the topic.
- Free resources are available via [Project MUSE](#) and [Project Gutenberg](#)

GAIN TECHNICAL SKILLS

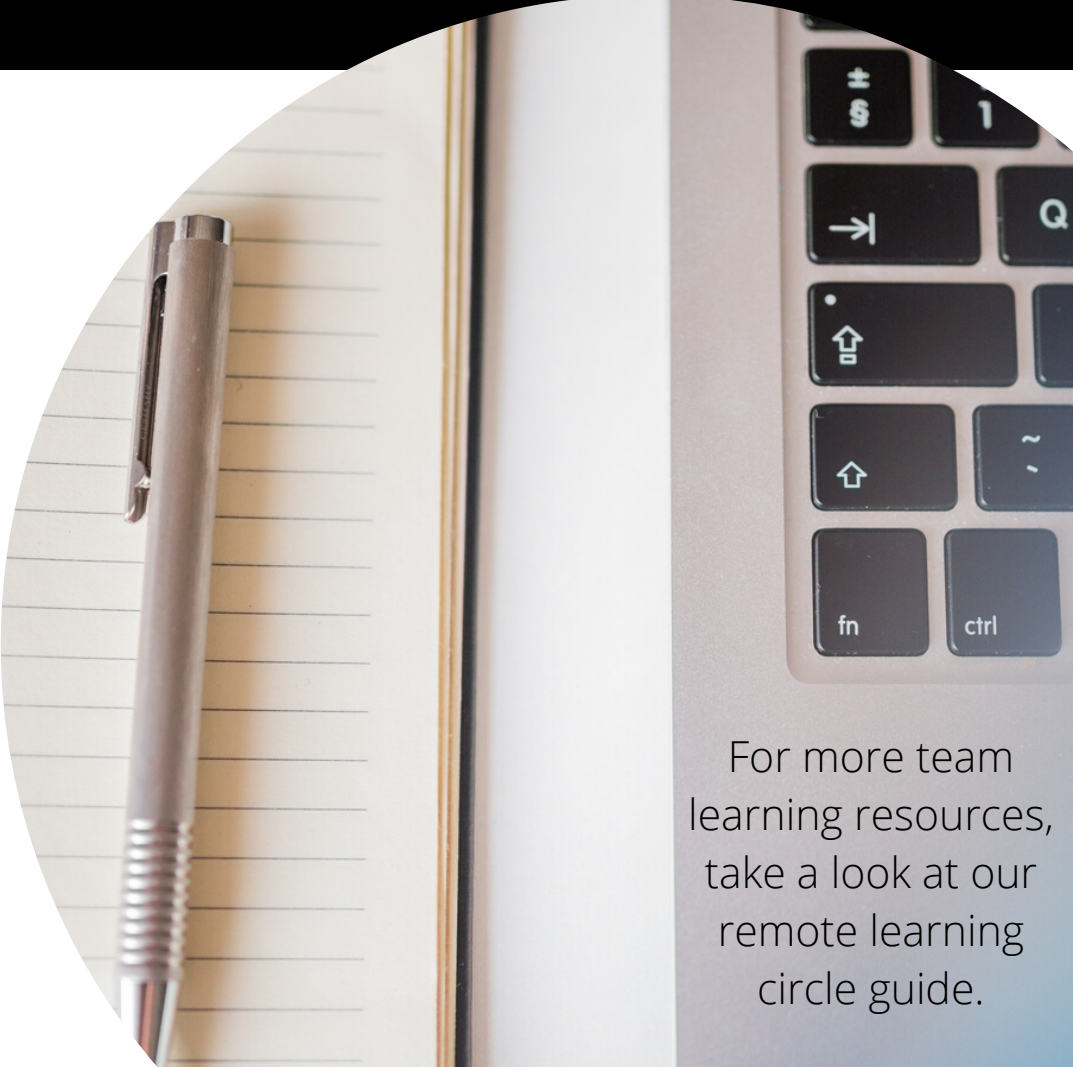
- Access the [Knowledge Base](#) provided by AppState Information Technology for learning resources related to University technology systems.
- There are many free programs that can help with advertising and marketing. Take some time to practice using these free programs while gaining a new skill. Some free design programs are:
 - [Canva](#)
 - [Biteable](#)
 - [Piktochart](#)
- Explore some of the many free options below for online learning courses in a variety of fields, including [engineering](#), [programming](#), [computer science](#), [health and medicine](#), [business](#), and [many more](#).

CREATE A SELF-DIRECTED LEARNING PLAN

- Develop a project, plan, or learning objective that would be valuable to your work. Use [these steps](#) as a guide to take action and start learning!

DISTANCE-BASED TEAM LEARNING VIA ZOOM

- Host distance-based meetings with your team to focus on learning and professional development.
- Discuss online courses, books, articles, documentaries, TED talks, podcasts, or topics that your team can learn about together. Taking time to learn together builds trust, creativity, cohesion, and can be done from anywhere.
- Consider choosing or assigning one of these resources and writing a summary or discussing the book via Zoom.



For more team learning resources, take a look at our remote learning circle guide.

BOOKS AND ARTICLES

RECOMMENDED READS FROM LEARNING

& ORGANIZATIONAL DEVELOPMENT:

Professional Development

- [Ask for It](#) by Linda Babcock and Sara Laschever
- [Rising Strong](#) by Brene Brown
- [Quiet: The Power of Introverts in a World That Can't Stop Talking](#) by Susan Cain*
- [Range](#) by David Epstein
- [Switch: How to Change When Change is Hard](#) by Chip and Dan Heath*
- [Thinking, Fast and Slow](#) by Daniel Kahneman
- [Fierce Conversations](#) by Susan Scott*(audiobook)

Leadership

- [Dare to Lead](#) by Brene Brown
- [The Boys in the Boat](#) by Daniel Brown
- [Leaders Eat Last](#) by Simon Sinek

Diversity & Inclusion

- [Biased](#) by Jennifer L. Eberhardt
- [The Moment of Lift](#) by Melinda Gates*(audiobook)
- [Uncensored](#) by Zachary R. Wood
- [White Fragility](#) by Robin DiAngelo

Organizational Development

- [Changing on the Job](#) by Jennifer Garvey Berger*
- [Small Giants](#) by Bo Burlingham*(audiobook)
- [The Five Languages of Appreciation](#) by Gary Chapman and Paul White
- [The Culture Code](#) by Daniel Coyle
- [An Everyone Culture](#) by Robert Kegan and Lisa Lahey*(audiobook)
- [The Heart of Higher Education](#) by Parker Palmer

Service Excellence

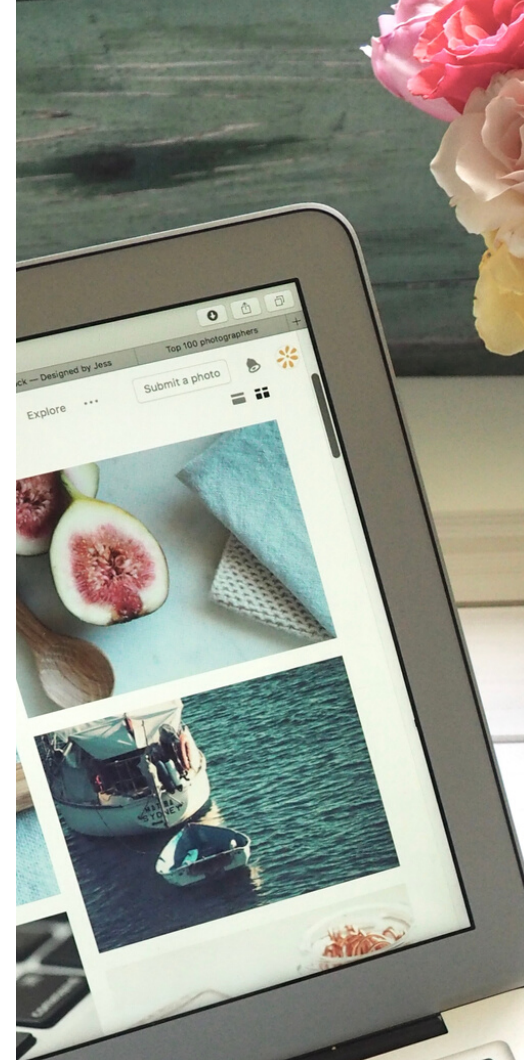
- [Be Our Guest](#) by The Disney Institute
- [The Question Behind the Question: Practicing Personal Accountability in Work and Life](#) by John Miller

*Denotes selections available as ebook and/or audiobook for free using Scribd. Access Scribd on your computer or download the app to your mobile device. This app is currently offering 30 free days of full access.

More free ebooks are available via [Project MUSE](#) and [Project Gutenberg](#).

Recommended Articles:

- [The Real Reason People Won't Change](#)
- [Managing Yourself- Learn to Love Networking](#)
- [The Neuroscience of Trust](#)
- [A Brief History of Decision Making](#)



TED TALKS, PODCASTS, AND YOUTUBE VIDEOS

Recommended TED Talks:

- [Simon Sinek - How Great Leaders Inspire Action](#)
- [Brene Brown - The Power of Vulnerability](#)
- [Shawn Achor - The Happy Secret to Better Work](#)
- [Amy Cuddy - Your Body Language May Shape Who You Are](#)
- TED Playlist: [The Way We Work](#)

Recommended Podcasts:

- [Future of Work](#)
- [Higher Ed \(NPR\)](#)
- [Interruptions](#)
- [Lead to Win](#)
- [Re:Learning](#)
- [Safe for Work \(Wondery\)](#)
- [School of Greatness](#)
- [Student Affairs Spectacular](#)
- [Women at Work \(Harvard Business Review\)](#)

Recommended YouTube Channels and Videos:

- [Crash Course: Media Literacy](#)
- [Khan Academy channel](#)

VIRTUAL LEARNING CIRCLES

A learning circle is a group of people who are committed to learning and growing together. The goal of a learning circle is to create open dialogue and reflection around concepts, issues, etc., with a focus on a shared outcome. [Click here](#) to find out more information about our Virtual Learning Circles.

