



Virtual Workplace University

The **Virtual Workplace University** is a unique training tool that was created to help managers and associates master the competencies and behaviors of the virtual world of work. As virtual and remote work has evolved, both organizations and people have neither had the time nor made the time to master effective practices that would **increase their productivity**. What does this mean for your organization?

- Increase understanding of technology and tools
- Increase understanding communication strategies
- Increase understanding efficient use of meeting and collaboration time

Increased Understanding = Increased Productivity

Research shows that the more employees understand about navigating the virtual and mobile workplace, the more value they will see in their contribution to the mission of the organization. To create the right training tools organizations need to capture employee's attention, recognize what motivates them in today's workplace and make it easy for them to access.

How does the **Virtual Workplace University** (VWU) make this possible?

- By delivering a coherent, integrative semi-custom learning environment electronically
- By using learning modules based on a behavioral competency model
- By including assessments developed from state of the art on-line learning programs
- By offering a third party certification of completion to both employees and managers



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How does the **Virtual Workplace University** (VWU) work?

- As employees register for the VWU employers capture information to help insure employees and managers are mastering the skills needed to perform at their best in a virtual workplace. Employers can also administer employee surveys and ask employees for input and feedback:

Set up Account Information

1 Email Address

2 Create Password

3 First Name

4 Last Name



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Employees are welcomed to the Virtual Workplace University with a customized message from the organization.





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Easing access to training such as Running an Effective Virtual Meeting, Conflict Resolution in the Virtual Workplace and Leading Mobile Teams are beneficial to organizations as a whole. But employees need to go beyond traditional training options and move into an interactive, virtual learning environment to master these skills. The VWU will help your organization:

- Target specific training gaps and break them down into manageable components that provide step by step instruction in each category.





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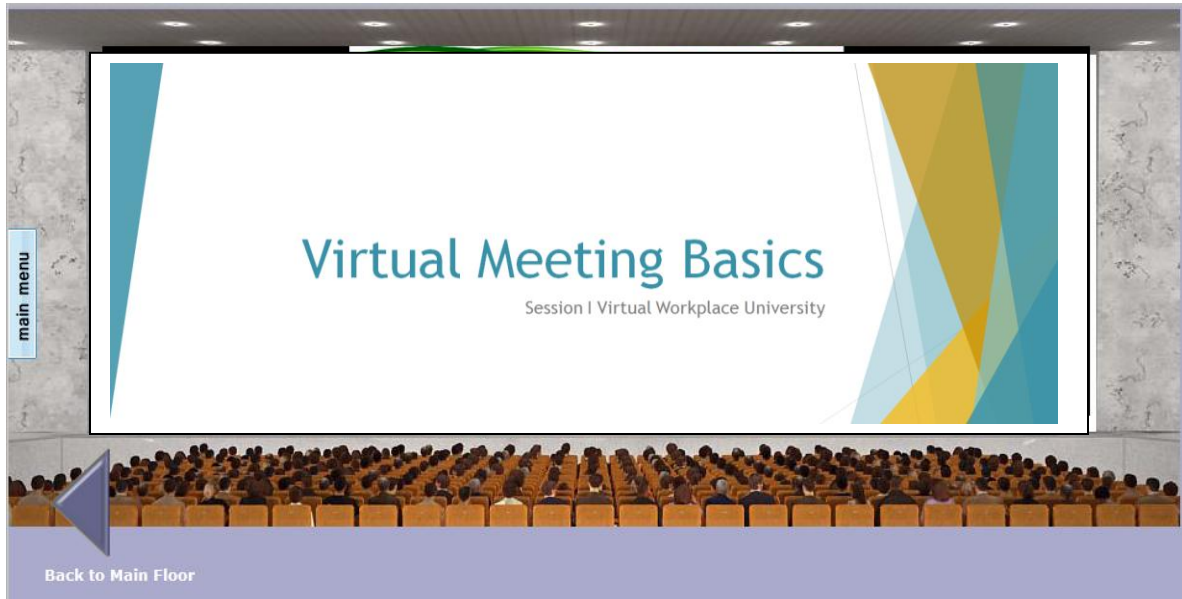
Highly interactive and hands-on learning experiences will address key issues involved in communicating in the virtual workplace.

The screenshot shows a virtual meeting environment. On the left, a vertical menu labeled "main menu" includes options: "Help Card - CLICK ME!", "Syllabus", "Meeting Basics", "Technology", "Your Role", "Links", and "Exhibit Hall". A callout box labeled "Interactive Classes" points to the "Technology" and "Your Role" items. In the center, a large white box displays "Session I Virtual Meetings". Below it, a sign reads "Load docs here.doc". On the right, a screen shows "A CONFERENCE CALL IN REAL LIFE". A callout box labeled "On Demand Video" points to this screen. In the bottom right, a woman in a business suit is shown. A callout box labeled "Session Quizzes" points to a dialog box that asks "Are you ready for your Session I Quiz?" with "Yes" and "Not Now" options. A "close" button is visible in the top right corner of the interface.



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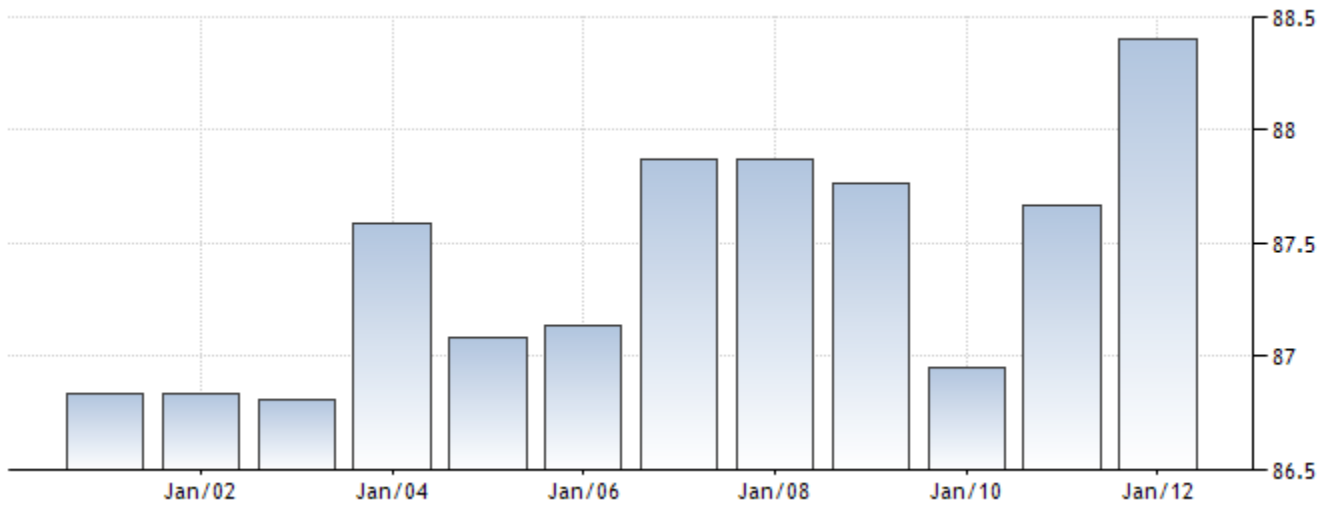
- Customized and interactive training modules broken down into 20 minute sessions creating an easy to follow format.





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- Reporting that allows organization to track participation and progress.





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What is unique about the **Virtual Workplace University**?

1. It was designed and developed by a team of very experienced corporate educators and back up by sound academic research
2. It incorporates a multi-media approach to learning to maximize understanding and impact
3. Has had extensive vetting and field testing
4. Is designed to be fine tuned for different industry segments and organizational cultures

Human Resources experts understand that the traditional employer-employee covenant is being replaced by a partnership model in which opportunities to succeed are made readily available. The VWU is a technological tool designed to cement this relationship.

This training vehicle can be used locally, nationally and globally. There are built in tracking and reporting capabilities that provides HR and Training leaders with valuable utilization and demographic information.

As a fully hosted service offered by Career/Life Alliance, there is no installation of hardware or software and each Virtual Workplace University is private and branded for your company as an employee service program.

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