

SONOMA STATE UNIVERSITY

Telecommuting Resources

Below you will find resources to help you and your team thrive with a hybrid work schedule. Included are online courses, articles, and other resources that provide guidance on staying productive while working on campus and/or at home.

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CSU Learn

[Hybrid Teams Learning Bundle](#)

Learn and review tools to lead a hybrid team, contribute as a hybrid team member, have a meeting that works for everyone and stay visible while some are on campus and some are working from home.

[Hybrid Work Bundle](#)

The future of work includes hybrid teams, which includes a mix of remote and onsite workers. Hybrid work environments can bring about unique challenges and opportunities that we can use to our advantage. Although team members can have different schedules, environments, and preferences – we can all do our part to keep working together, whether from home, the office, or anywhere that we are most productive. Includes courses, books, audiobooks, and book summaries.

[Can You Hear Me? How to Connect with People in a Virtual World](#)

In this CSU's Got Talent webcast, Dr. Nick Morgan reveals five major problems with the virtual world and the way we communicate in it and dozens of common-sense ways to make that communication better.

Articles

[Hybrid work is here to stay. Here are 7 ways to manage your workforce](#)

MIT Sloan School of Management

[11 Ways To Create Community In A Hybrid Work Environment](#)

Forbes

[6 Productivity Tips for Your New Hybrid Work Life](#)

Wirecutter, New York Times

[4 Ways To Better Manage A Hybrid Work Environment](#)

Forbes

Zoom Resources

[Zoom Supplemental Resources](#)

CSU Learn bundle with short videos on topics such as scheduling a meeting, sharing screens, and managing breakout rooms.

[Zoom Web and Video Conferencing](#)

Sonoma State's Zoom homepage including a Zoom Help Center and video tutorials.

Google Apps

Individual CSU Learn Courses

[Managing and Configuring the Calendar in Gmail 2023](#)

[Getting Started in Google Drive 2023](#)

[Sharing and Collaborating in Google Drive 2023](#)

[Getting Started in Google Docs 2022](#)

[Sharing and Collaborating in Google Docs 2022](#)

CSU Learn Bundles

[Google Sheets](#)

[Google Docs](#)

[Google Drive](#)

[Google Slides](#)

LinkedIn Learning

[Sonoma County Library cardholders](#) have access to the complete LinkedIn Learning (formerly, Lynda.com) collection of courses and award-winning video tutorials taught by industry experts.

[Making Hybrid Teams Work](#)

Join instructor Melanie Proshchenko in this overview of key practices and approaches to supporting teams in the new hybrid work environment. Learn how to implement effective hybrid management strategies, leverage technology and hybrid tools, and operate as a successful hybrid team.

Hybrid Team Building with Purpose

In this course, Melanie Proshchenko explores how to take what we've learned about creating real value in team building and apply it to our hybrid teams. Melanie shares her advice on how to foster cohesive and effective virtual and hybrid teams using team-building activities that don't waste time and get you and your team something tangible, not just fun and games.

Be an Effective Hybrid or Virtual Employee

Remote work offers greater flexibility and an unbeatable commute. But by leaving behind the physical office—even if it's just for just a few days each week—you're also losing the structure that it provided. In this course, productivity author and Emmy-winning producer Paula Rizzo shares tips that can help you thrive in this new world of hybrid and fully remote work.

Leading at a Distance

In this course, instructor Kevin Eikenberry lays out how to lead effectively from a distance. He dives into the basics of remote leadership, such as how working remotely changes interpersonal dynamics.