

REMOTE WORKER SKILLS TRAINING

Registration Form

Sponsored by MT Business Assistance Connection/MBAC & Class by Teleworks USA

PARTICIPANT INFORMATION – Print clearly and legibly

- First Name
- Last Name
- Email
- Phone
- I am an adult over 18 years of age. YES NO

SCHOOL/EDUCATION INFORMATION - School Level (Check one & Circle Yes/No)

- ☐ Currently completing HISET/GED
- ☐ Graduated High School YES NO
- ☐ Completed College level education YES NO

SPECIAL CONSIDERATIONS

Do you have any special considerations that can affect your ability to complete this training course? (Check all that are appropriate). You do not need to reveal details.

- ☐ Disabilities
- ☐ Illness
- ☐ Medical conditions
- ☐ Personal problems
- ☐ Transportation
- ☐ Lack of Childcare
- ☐ A prescheduled appointment that requires you to miss a day of training

How would you like to work in 2022?

- ☐ 100% remote
- ☐ 100% office
- ☐ 50% remote/50% office
- ☐ I choose when I go to the office

How satisfied are you with your current work situation?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied

What most interests you about remote worker skills?

- ☐ **Convenience:** I don't have to leave my community to have this employment opportunity
- ☐ **Flexibility:** The ability to work from anywhere with an internet connection
- ☐ **Freedom:** Escaping the commute and office routine
- ☐ **Training:** I have heard that many employers will train remote workers
- ☐ I am interested in all of these options
- ☐ **Nothing:** Being a remote worker is not my thing.
- ☐ Comments -

YOUR EXPERIENCE WITH REMOTE WORKER SKILLS?

Please rate your current remote worker skills knowledge (Check one):

- ☐ I do not have any idea what remote worker skills are
- ☐ I do not know how to find remote worker jobs
- ☐ I have minimum knowledge about remote workers skills and tried applying for remote worker jobs
- ☐ I have remote worker related work experience with previous employment
- ☐ I want to take this course as a refresher course to improve my remote worker skills

Please indicate specific digital skills for remote work that you would like to learn about (Check all that apply)

- ☐ Job Application Skills for Remote Work jobs
- ☐ Creating a Resume
- ☐ Knowing your typing speed (words per minute)
- ☐ Managing an email account
- ☐ Working with other digital applications (e.g., Slack)
- ☐ Working with Google Drive (e.g., Google Documents)
- ☐ Working with video conferencing platforms (e.g., Zoom, FaceTime, Google Hangouts)
- ☐ Being able to send a Meme (for fun)
- ☐ Other skills and areas of interest – add those -

DO YOU REQUIRE EQUIPMENT TO WORK AT HOME? (Check all that apply)

- ☐ Do you have a laptop or desktop computer at home? YES NO
- ☐ Do you have a workspace at home that is private, quiet and ready for your remote work job? YES NO
- ☐ Do you need equipment to do remote work? (Check all that apply)?
 - ☐ Laptop/Desktop
 - ☐ Headphones

- Camera (for video conference calls)
- Internet connection
- Microsoft Office Suite installed on a device you can use (e.g., Microsoft Word)
- Do you have an internet connection at home YES NO
- If no, will you need assistance for monthly internet connection service YES NO
- Do you know your Speed of your internet connection at home YES NO; if so
 ____ Upload speed; ____ download speed

What are the TWO biggest challenges you are currently facing while working from home?

- Unreliable internet/internet connectivity
- Communication with coworkers can be challenging
- Keeping a regular schedule
- Too many distractions at home
- Not knowing how to set boundaries so I can unplug while working from home
- Lack of comfort and familiarity with the technologies I have to use to work from home
- Social isolation
- My physical workspace
- I am overwhelmed with trying to manage staff in person and online while working from home
- None of these options apply to my situation
- Other -

COMMITMENTS (Check all that apply)

- That Are you able to attend every day of the 5 day training program, Monday – Friday, from 9am – 3pm YES NO
- Are you aware if you complete the 5 days of training, you can receive a job offer at the end of the training program? YES NO
- Are you aware that many of the remote worker jobs being offered require a minimum of 30 hours a week for employment? YES NO

How often to you keep a regular work schedule at home?

- Every day
- Most days
- About half the time
- Rarely
- Never

What technologies are you familiar with for remote worker skills and working from home? (Check all that are applicable).

- Video Conferencing – Zoom, Google Hangouts, Microsoft Teams, Other
- Collaboration platforms – Monday.com, Google Suite, Trello, Basecamp, Other

- Project Management – Trello, Basecamp, Other
- Chat – Twitter, Slack, Phone texting, Others
- Meeting Scheduling – Google Calendar, Microsoft Teams, Outlook Calendar, Other
- Online Administration – DocuSign, Online Notetaking, Dropbox, Other

Are you interested in learning more about remote worker skills? (Check all that apply)

- Training
- Career Paths
- National Employers of remote workers
- Local employers of remote workers
- Certifications
- How to be hired as a remote worker
- Technology , skills and equipment requirements for remote work

Where are you likely to be physically if you attend online remote worker training?

- At my local library
- In my home on my devices
- At my business
- At my place of work office
- At a co-working space
- On my phone (I don't have a computer)

What reasons are your motivation to have remote worker skills? (Check all that are applicable)

- I want to increase my income with a 2nd job as a remote worker working from home
- I want to make remote work my primary income
- I don't want to commute to a physical workspace
- I want to save the time and money I spend commuting to a physical workspace for a job
- I want to acquire new digital skills for my personal goals and career plans
- I want to be able to work anywhere with remote worker skills and stay in this community
- I want to increase my knowledge of remote worker skills and career possibilities
- I don't yet have employment and see remote worker training as one way to get employed
- I am already employed and see remote worker skills as adding value to my current employment
- I won't have to leave my community and move to a major urban center for employment if I can get remote worker employment from my home

INFORMATION RELEASE

I authorize MBAC & Teleworks to verify all information relevant to my attending the training program. I authorize MBAC & Teleworks to request and receive all information relevant to my registration to attend the training program. I release all claims supplying information to MBAC

& Teleworks. I certify that my contact information contained in this registration is true and accurate. I understand that if offered employment at the end of the training, it is my decision to accept the job offer or not.

Signature

Date