VIRGINIA BANKERS ASSOCIATION

2022 Managing Remote Employees
Class Norms

You will benefit the most from Managing Remote Employees by being actively engaged.   We are committed to making that happen in a virtual classroom. Here are a set of norms to follow so that can happen:

1) Keep your camera on as much as possible.

2) Be respectful when others are speaking. Please keep yourself on mute unless commenting or asking a question.

3) Create an environment in which active listening is possible. Attend class from a quiet place with few visual distractions. Avoid backlighting like windows and bright lamps. Place your laptop on a solid surface for best sound. Do not engage in other electronics or social media during class.

4) Use the chat feature for comments directly related to the session discussion or to raise technical issues. It is your second voice and can be powerful.

5) If you are having any technical difficulties, please notify Gail Queen immediately so she can try to help you troubleshoot.

6) Be gracious with each other and the instructor.