



# INTRO TO REMOTE TOOLS

Introducing the basics of remote technology that will make you a more competitive candidate in a job or internship search.



# TYPES OF REMOTE TOOLS



- Cloud Computing Tools



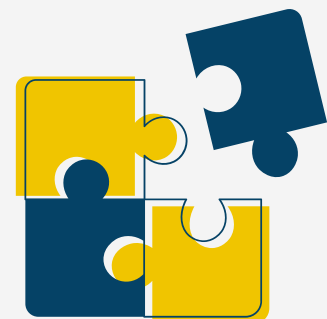
- Real-Time Communication Tools



- Project Management/Tracking Tools



- Video Conferencing Tools



- Content Management Systems



# CLOUD COMPUTING

According to a LinkedIn study published in December of 2019, cloud computing skills are the 2nd most in-demand skills.

## *What Is Cloud Computing?*

"Cloud computing refers to any kind of hosted service delivered over the internet. These services often include servers, databases, software, networks, analytics and other computing functions that can be operated through the cloud. Files and programs stored in the cloud can be accessed anywhere by users on the service, eliminating the need to always be near physical hardware."



# Tools

# CLOUD COMPUTING

*Three types of cloud computing:*

Software-as-a-Service (SaaS)

SaaS is the most common cloud service type. Many of us use it on a daily basis. The SaaS model makes software accessible through an app or web browser. Some SaaS programs are free, but many require a monthly or annual subscription to maintain the service. Requiring no hardware installation or management, SaaS solutions are a big hit in the business world.

Notable examples include [Salesforce](#), [Dropbox](#) or [Google Suite](#).



# Tools

# CLOUD COMPUTING

*Three types of cloud computing: (continued)*

Platform-as-a-Service (PaaS)

PaaS is a cloud environment supporting web application development and deployment. PaaS supports the full lifecycle of applications, helping users build, test, deploy, manage and update all in one place. The service also includes development tools, middleware and business intelligence solutions.

Notable examples include Windows Azure, AWS Elastic Beanstalk and Google App Engine.



# Tools

# CLOUD COMPUTING

*Three types of cloud computing: (continued)*

Infrastructure-as-a-Service (IaaS)

IaaS provides users with basic computer infrastructure capabilities like data storage, servers and hardware — all in the cloud. IaaS gives businesses access to large platforms and applications without the need for large onsite physical infrastructures.

Notable examples of IaaS include [DigitalOcean](#), [Amazon EC2](#) and [Google Compute Engine](#).



# CLOUD COMPUTING

## ***How do I Upskill?***

- YouTube
- Webinars
- Product Demos
- PWC Digital Fitness App
- Udemy
- Try It Yourself!

## **Recommended LinkedIn Learning Courses:**

- *Learn Cloud Computing: Core Concepts* with David Linthicum
- *Azure Administration Essential Training* with David Elfassy
- *Cloud Native Development* with Chris Bailey



<https://youtu.be/vqIQr7eufx8>







# REAL TIME COMMUNICATION TOOLS

If you're working remotely, you'll want a way to chat with your team asynchronously instead of needing to set up a time for a call whenever you have a question. You could use email, but that's not a great way to have a normal, human conversation.

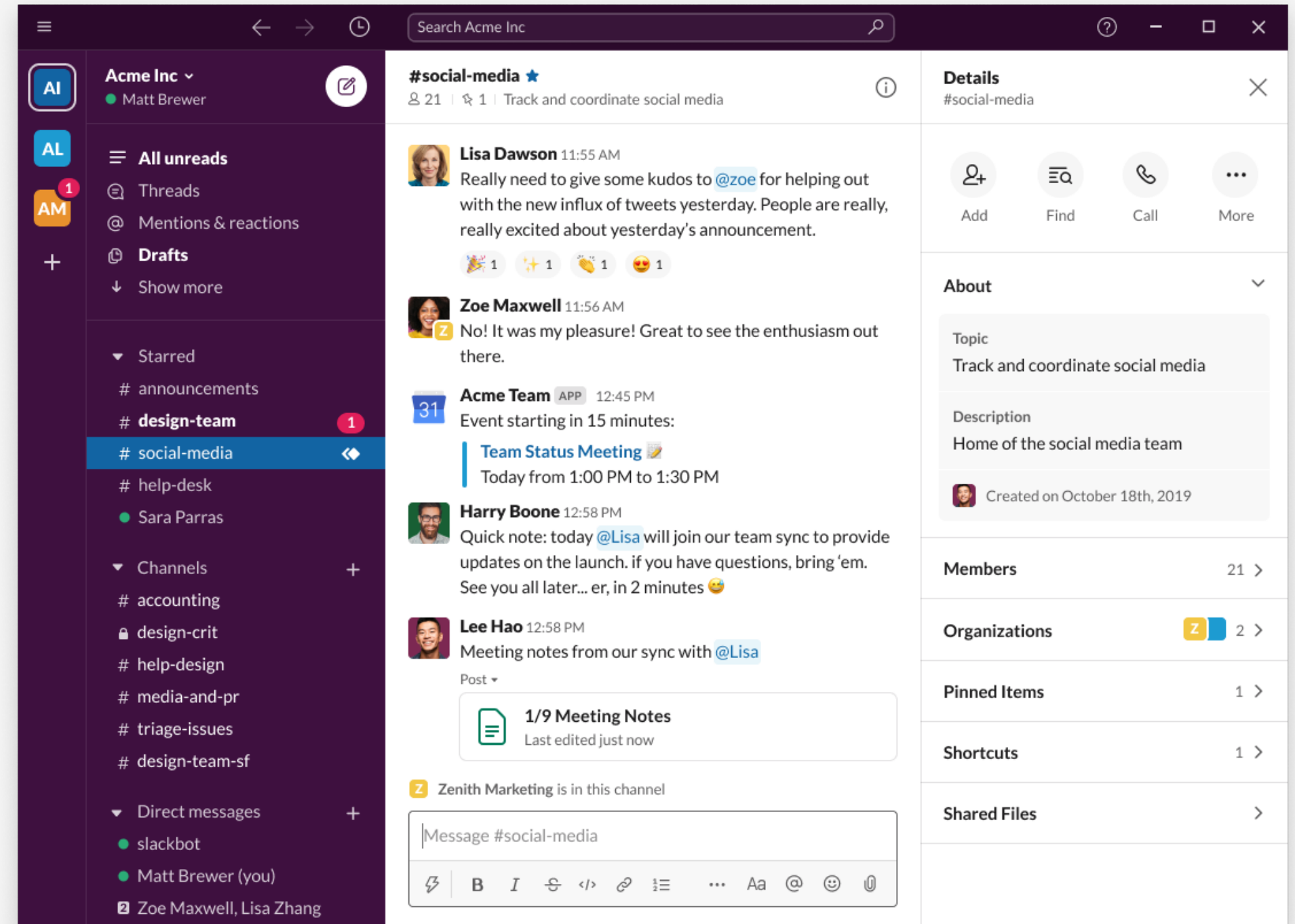
## *What are my options ?*

- [Slack](#) for a chat-powered workplace
- [Twist](#) for threaded conversation-centric chat
- [Microsoft Teams](#) for discussions about documents and meetings
- [Google Chat](#) for following up on conversations
- [Flock](#) for making decisions in chat
- [Discord](#) for always-on voice chat



Regardless of the tool, most of these products feature a combination of message "channels," threads, direct messaging, and phone/video calls.

\*\*Free versions limit archiving as well as group calling or conferencing.





# REAL TIME COMMUNICATION TOOLS

## *How do I Upskill?*

- Use one of these tools for any group you are in regular communication with, like a church group, team, or even your family.

## **Recommended LinkedIn Learning Courses:**

- *Slack for Team Communication* with Zack Arnold
- *Learning Slack* with Gini Von Courter



<https://youtu.be/pUZzBoAbAOs>





# PROJECT MANAGEMENT

Project management software helps teams plan, implement, and manage projects from start to finish. Giving everyone a unique log in to view their tasks, upload files, and contribute to discussions makes it easy to stay on task, and gives managers a high-level view of how projects are progressing.

Most project management tools allow users to create multiple "boards" that feature a customized workflow and assign team members to different stages of the process. They use notifications, due dates, and integrate other apps, like Google Suite.



# PROJECT MANAGEMENT TOOLS

## *What are my options ?*

- Basecamp
  - Combines project management with group chat and cloud storage.
- Asana
  - Best for larger teams that require a high level of organization & task automation.
- Mondays
  - For visual learners who want multiple ways to view projects
- Trello
  - Simple task management that adapts quickly into your team's existing workflow.
- Wrike
  - For creative teams who produce videos or graphics as deliverables.



<https://youtu.be/HGxzd-eaLWs>



# VIDEO CONFERENCING TOOLS



It's a scientific fact that communication is more effective when you can see the person you're talking to. Seeing the other person's facial expressions, for example, makes it easy to tell a serious request from an offhand remark or a joke.

But you don't have to brave airports and public spaces for an effective face-to-face meeting when video conferencing software and collaboration services are widely available. With a desktop webcam or a mobile device, you can meet one-on-one or with a group, no matter how dispersed the members of your team are.



# VIDEO CONFERENCING TOOLS



All of these tools offer different features, ranging from interactivity (like polls or chat) to security and evaluation settings.

In addition, some offer integration and recording options.

## *What are my options ?*

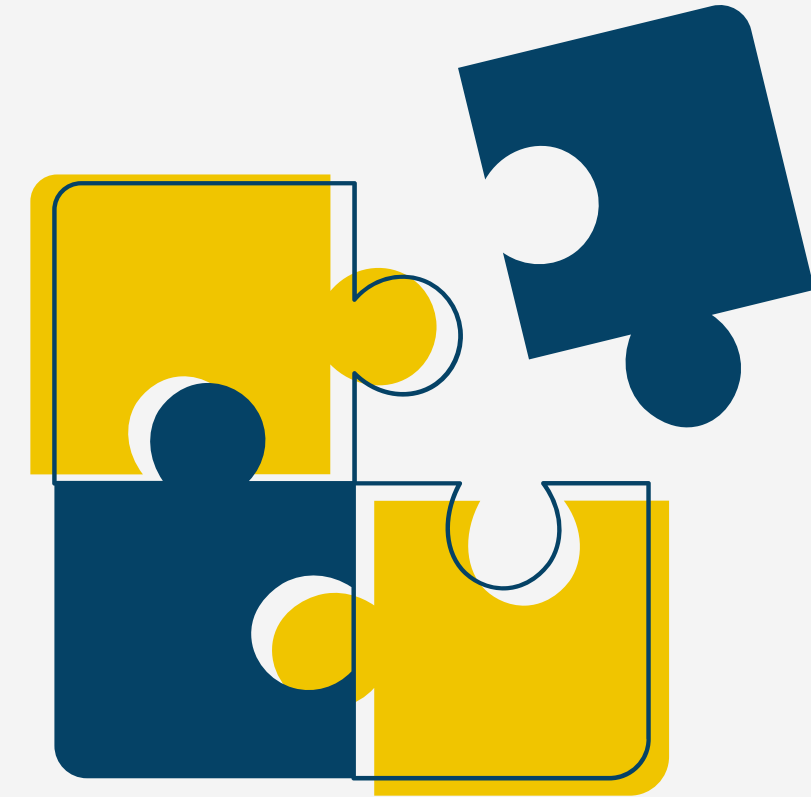
- [Zoom](#)
- [BlueJeans Meetings](#)
- [Microsoft Teams](#)
- [GoToMeeting](#)
- [Cisco WebEx](#)
- [Google Meet](#)



<https://youtu.be/SCyckN-gioo>



# CONTENT MANAGEMENT SYSTEMS



A content management system (CMS) is an application that is used to manage web content, allowing multiple contributors to create, edit and publish. Content in a CMS is typically stored in a database and displayed in a presentation layer based on a set of templates. **Basic features of a CMS:**

- Content creation (allows users to easily create and format content)
- Content storage (stores content in one place, in a consistent fashion)
- Workflow management (assigns privileges and responsibilities based on roles such as authors, editors and admins)
- Publishing (organizes and pushes content live)

# CONTENT MANAGEMENT SYSTEMS



Unlike web development, the use of a CMS does not require deep knowledge of HTML or other programming languages.

Rather, most CMSs offer "drag and drop" functions. Despite their relative simplicity, it's worth gaining skills in working with a CMS.

## *What are my options ?*

- [Drupal](#)
- [Joomla](#)
- [Magento](#)
- [ModX](#)
- [Squarespace](#)
- [Wix](#)
- [Weebly](#)
- [Wordpress](#)



<https://youtu.be/RSTKJpW67Ms>





**WE'RE HERE  
FOR YOU!**