Working Virtually at NASA

All the resources marked with ^{SATERN} can be launched from SATERN and can be recorded in your SATERN learning history automatically when you complete them. Other items below will not be automatically recorded in your SATERN learning history, but you can add them manually.

To record completion in your SATERN learning history of any of these items that are not already in SATERN:

1. Log in to SATERN (https://satern.nasa.gov).
2. Click "Record Learning" in the **Links** tile.
3. Select "External Event" and then click the "Next" button.
4. Type the name of the course into the **Description** field and click the "Next" button.
5. Input the completion date, completion time, and the "total hours" fields and click the "Next" button. The remaining fields may be left blank. Note: the total hours field should reflect the amount of time it took to complete the course.
6. Enter in any comments in comments block, or leave blank and click the "Next" button.
7. Click the "Finish" button on the last screen to record the entry into your SATERN learning history.

Teleworking

Online Courses
- Telework for Government Employees ^{SATERN}
- Telework Training for Employees ^{SATERN}
- Teleworking Today ^{SATERN}
- Working Remotely
- Time Management: Working from Home
- Telework Fundamentals - Employee Training (OPM)
- Telework Training (GSA)

Books
- Telework and Social Change: How Technology is Reshaping the Boundaries between Home and Work ^{SATERN}
- Work Well from Home: How to Run A Successful Home Office

Virtual Teams

Online Courses
- Contributing as a Virtual Team Member ^{SATERN}
- Facing Virtual Team Challenges ^{SATERN}
- Executive Presence on Video Conference Calls
- Leading Virtual Meetings

Books
- Virtual Team Success: A Practical Guide for Working and Leading from a Distance
- Virtual Teams for Dummies
- Virtual Teams: Mastering Communication and Collaboration in the Digital Age

Short Videos
- Communicating Virtually
- Leading Virtual Meetings
- Virtual Meetings That Work
- Working In Virtual Teams
- Success Tools for the Virtual Workplace
- Being Productive in a Virtual Environment
- Aligning Your Virtual Connections

Article
- Challenges of Virtual Teams

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Microsoft Office 365 Teams

Online Courses

- Sign-in and Setup SATERN
- Teams and Channels SATERN
- Conversation Tools SATERN
- Creating, Finding, and Sharing Information SATERN
- Call and Meeting Tools SATERN
- Microsoft Teams Tips and Tricks

Performing under Difficult Conditions

Online Courses

- Forging Ahead with Perseverance and Resilience SATERN
- Managing Pressure and Stress to Optimize Your Performance SATERN
- Reaching Goals Using Perseverance and Resilience SATERN
- Take a Deep Breath and Manage Your Stress SATERN
- Productivity Tips: Finding Your Productive Mindset
- Thriving @ Work: Leveraging the Connection between Well-Being and Productivity
- Managing Stress for Positive Change
- Building Resilience
- Developing Resourcefulness

Short Videos

- Dealing with Uncertainty
- The Golden Rule of Resilience
- 5 Steps to Help Employees Deal with Stress
- Helping Anxious People Deal with Their Emotions
- Coaching People Dealing with Fear
- What to do When Nothing Can be Done
- The One Moment Meditation Technique
- Emotions: Handling Anxiety
- Tips to Reduce Stress
- Keeping a Positive Mindset For Better Results
- Keeping a Positive Focus

Articles

- 6 Manager Activities to Maintain Employee Performance and Engagement During a Potential Pandemic
- Dealing with Stress and Conflict Worksheet (job aid)

Books

- Bouncing Back: Rewiring Your Brain for Maximum Resilience and Well-Being (Book, Audio Book, Book Summary)
- Bringing a Mindfulness to Your Workplace

Managing Virtual Teams

Online Courses

- Establishing Effective Virtual Teams SATERN
- Telework Fundamentals - Manager Training (OPM)
- Telework Training for Managers SATERN
- Leading at a Distance

Short Videos

- Face-to-Face Versus Virtual Management
- Leading a Virtual Collaborative Team
- Leading Effectively in a Virtual Environment
- Leading More Effectively Remotely
- Managing a Virtual or Matrix Team
- Managing Virtual Teams
- Developing Respond-abilities in the Virtual Environment

Books

- Making Telework Work: Leading People and Leveraging Technology for High-Impact Results SATERN
- Managing the Mobile Workforce: Leading, Building, and Sustaining Virtual Teams SATERN
- Managing Virtual Teams, Second Edition
- Projects Without Boundaries: Successfully Leading Teams and Managing Projects in a Virtual World
- Virtual Leadership: Practical Strategies for Getting the Best Out of Virtual Work and Virtual Teams (Book, Audio Book, Book Summary)

Article

- Managing a Virtual Team (job aid)

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