



# CertiProf

**RWVCPC**

**Remote Work and Virtual Collaboration Certificate**

**QUESTION & ANSWERS**

### Question: 1

Telecommuting can be challenging for some people because: Select an answer.

- A. It requires the ability to work alone.
- B. Reduces the need for communication.
- C. Blocks the advancement of the race.
- D. Summarize administrative support procedures.

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**Answer: A**

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### Question: 2

Which of the following is NOT a remote team facilitation practice.

- A. Meeting materials should be submitted prior to the meeting.
- B. Document editing.
- C. Work on other tasks (like checking email) during the Virtual meeting.
- D. Get there a little early and test your gear.

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**Answer: C**

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### Question: 3

It is a collaboration tool in remote teams:

- A. Broadcasting.
- B. IM.
- C. Efficiency and agility.
- D. Virtual office.

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**Answer: C**

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#### Question: 4

Developing a structured work plan includes:

- A. That there is an opportunity to train and develop an employee.
- B. Make sure employees know what is expected of them while telecommuting.
- C. It can be used to evaluate performance.
- D. All previous.

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**Answer: B**

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#### Question: 5

Communication as a key telecommuting skill requires all of the following EXCEPT:

- A. Speak clearly and often with everyone.
- B. Check with your manager how it is defined and the rules of the game.
- C. Communicate the way that best suits your work style.
- D. Schedule meetings at the same time / day.

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**Answer: D**

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#### Question: 6

Which of the following should be included in a telecommuting proposal?

- A. Make sure all participants communicate in meetings.
- B. Proposed place for teleworking.
- C. Number of days you can telework.
- D. Why do you want to telecommute.

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**Answer: B**

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### Question: 7

When measuring productivity you have to:

- A. Judge group and individual performances.
- B. Kudos / acknowledgments.
- C. Set specific goals for your employees.
- D. Weigh teleworking and office productivity in the same way.

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**Answer: B**

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### Question: 8

All of the following will earn the trust of your manager EXCEPT:

- A. Do your job better.
- B. Complete assignments on time.
- C. Volunteering for new projects.
- D. Define telework agreements early.

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**Answer: D**

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### Question: 9

Which of the following is the responsibility of a telecommuting employee?

- A. Be flexible in working hours.
- B. Set new performance goals.
- C. Proven teleworking systems and current teleworking provisions.
- D. Establish a functional workspace at home.

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**Answer: C**

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