

## Lesson Plan

**Module: Integrated smart workplace**

**Learning Unit: Can I manage my business  
virtually?**

<p><b>Desired Core professional goal</b></p> <p>Learners will be able to</p> <ul style="list-style-type: none"> <li>- identify opportunities for managing their business virtually and implementing a smart workplace.</li> <li>- overcome their tech fear and identify potential barriers to digital transformation in order to successfully implement virtual management strategies.</li> </ul>	<p><b>Benchmark</b></p> <p>Cloud computing</p>
<p><b>Level</b></p> <p>Standard</p>	<p><b>Framework</b></p> <p>Enlighten</p>
<p><b>Professional micro-learning outcomes</b></p> <p>Learners will</p> <ul style="list-style-type: none"> <li>- identify the benefits of managing a business virtually.</li> <li>- evaluate the current state of their business in terms of virtual management potential.</li> <li>- assess their potential barriers and concerns for implementing virtual management strategies in their business.</li> </ul>	
<p><b>Micro-learning activities</b></p> <p>Learners will</p> <ol style="list-style-type: none"> <li>1. watch the video Standard level: Module 4: Enlighten: Can I manage my business virtually? <a href="https://youtu.be/55lPzm1_A3Q">https://youtu.be/55lPzm1_A3Q</a> (2:55)</li> <li>2. have an option to do the following activities: <ul style="list-style-type: none"> <li>a. <b>Self-Assessment Questionnaire: Evaluating Your Business for Virtual</b></li> </ul> </li> </ol>	

### **Management Potential**

Evaluate their current business for virtual management potential. Please take a moment to share your experiences and challenges in managing your business. Are you currently using any virtual management practices? What benefits or challenges have you encountered? Complete the [Self-Assessment Questionnaire: Evaluating Your Business for Virtual Management Potential](#) individually. Please take a few minutes to reflect on these questions and then share your thoughts with other learners exchanging feedback for collaborative and mutual improvement in low scores using our course forum or chatroom. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course.

#### **b. Self-Assessment Questionnaire: Overcoming Tech Fear and Barriers to Digital Transformation**

To successfully implement virtual management strategies, it is important to address any tech fear and potential barriers that may hinder the digital transformation process. This activity will help you assess and overcome your tech fear identifying your potential barriers and concerns to your digital transformation while implementing virtual management strategies.

Reflect on your tech fears or concerns related to implementing virtual management strategies and write down your thoughts ensuring that all fears are captured. You may discuss your fears with your team or other learners sharing the same needs with you using our course forum or chatroom. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course.

The [Self-Assessment Questionnaire: Overcoming Tech Fear and Barriers to Digital Transformation](#) will facilitate this process to individually assess their business for potential barriers to digital transformation using the provided criteria. Reflect on your assessment results and identify specific barriers you may face, and brainstorm potential solutions and strategies for overcoming the identified tech fears and barriers. Think creatively and consider both individual and collective actions.

We encourage you to discuss your self-assessment results and share your tech fears and identified barriers such as experiences and challenges you may face or already have faced in adopting and/or implementing virtual management strategies in your business. This is an opportunity for open and honest discussions, so please feel free to share your thoughts and concerns. Remember, this is a supportive and non-judgmental environment. By learning from each other, we can collectively overcome hurdles and achieve success. Discuss with your team or other learners how to transform these barriers into positive statements or actionable steps suggesting strategies and solutions for each transformed barrier. Together, we can find ways to overcome these obstacles and embrace digital transformation.

### Action Planning

Now that you have transformed our barriers into positive statements and actionable steps, it is time for you to create your personalized action plans for overcoming tech fear and addressing barriers to digital transformation in order to overcome them and implement virtual management strategies in your businesses. Individually brainstorm potential actions you can take to overcome your tech fears and address the identified barriers and write down your action plans. Share your action plans with your team or other learners sharing the same concerns with you to get feedback and suggestions for improvement if needed. Finally, commit to implementing your action plan. You may use the [Action Plan template](#) we provide for guidance and support.

3. have an option to see more resources:
  - a. [5 Benefits of Using Virtual Offices for SMEs \(servcorp.com.sg\)](#): The article is a comprehensive guide to virtual offices, which are a flexible and cost-effective alternative to traditional office spaces. It explains how virtual offices can provide SMEs with a prestigious address, a phone number, mail and call forwarding, and access to meeting rooms and office spaces. It also highlights how virtual offices can benefit employees by allowing them to work remotely, set their own schedule, and increase their productivity.
  - b. [70 Virtual Team Statistics You Can't Ignore: 2023 Data Analysis, Benefits & Challenges - Financesonline.com](#): This is an article on virtual team statistics. It discusses how companies are reaping a host of benefits by designing flexible workplace policies that formalize virtual teamwork.
  - c. [What is a Virtual Office - Advantages and Disadvantages | Fiverr](#): This is an article on what virtual offices are and their benefits. It discusses how virtual offices can be an affordable way for companies to cut down on their expenditures.
  - d. [How to Run a Virtual Business \(chron.com\)](#): This is an article on how to manage your business virtually. It discusses the benefits of virtual management and how to implement it.
  - e. [How to Manage Your Business Remotely](#): This is an article on how to manage your business remotely. It discusses the benefits of virtual management and how to implement it.
  - f. [Connect with Customers and Manage Your Business Remotely | SCORE](#): This is a webinar on how to manage your business remotely. It discusses the benefits of virtual management and how to implement it.