This Spreadsheet is a list of professional development online trainings that you may want to utilize to enhance your skills for the workplace. These are suggestions for learning, professional development and continued productivity while working remotely.

Course Location	Course Category	Course Title	Commitment: Length of Course Completion	Instructor(s)	Target/Level	Notes	Course/Training Description	Learning Objectives
Learn	Communications	*Presentation Skills for Extension Educators*	Approximately 60-75 minutes	Julie Robinson	*State Faculty, County Faculty, Program Associates/Techs, and Program Assistants*		Does this sound familiar? You have just received a phone call from the president of the Paradise County Master Gardeners. Their scheduled speaker for next week's monthly meeting has had to cancel. Could you possibly come next week and present a one-hour educational program on "Best Plants For a Low-Maintenance Shade Garden"? As a horticulture specialist you know your plants. But you're new to Extension, you haven't trained Master Gardeners before, and frankly, making presentations	Learn the basics of developing, delivering and evaluating educational presentations that are engaging, informative, and professional.
Learn	Communications	*How to Create Extension Fact Sheets*	Approximately 60 minutes	Julie Robinson	*All Employees/Beginner Level*		Have you ever wondered how Extension fact sheets are written and published? Or maybe you have published fact sheets in the past, but you need a refresher. This course will cover everything you ever wanted/needed to know about Extension fact sheets.	This course will cover: What is a fact sheet? Cracking the Code on Publications How to Start a Fact Sheet How to Set Up Your Manuscript And Everything Else You Need to Know About Fact Sheets
Learn	Communications/Conflict Management	*Stress Management and Conflict Management Webinar Series*	Stress Management Series- Approximately 3.5 hours Conflict Management Series- Approximately 2.5 hours	Julie Robinson	*All/General*		Are you forever juggling, work, home, kids, self? Are you overwhelmed with too many obligations up in the air at the same time? If so, this webinar will look at how we can spend our time and energy to accomplish what we want with our life. We'll also give you activities to help you set goals and manage your time to achieve them.	This course will cover two topics that will Provide stress management techniques that has been proven to relieve stress Combat anxiety and negative Bias Discuss ways to manage time and energy for a better life Learn techniques to help with managing stress during the holidays Learn ways to maintain healthy relationships while resolving conflict Discuss the CARP technique (Control, Acknowledge, Refocus, & Problem Solve)
Asaporg.com	Communications/Mindset	The American Society of Administrative Professionals-Free Webinars	Approximately 1 hour and 15 minutes	Varies depending on the webinar	Administrative Professionals		The American Society of Administrative Professionals (ASAP) is the largest international association for Executive Assistants and Administrative ASAP helps address the changing roles and demanding responsibilities you face by providing year-round access to outstanding new knowledge (and updates on what you already know), so you can continue to grow and excel in your career.	Members now get access to a hand-pick selection of free seminars and these essential resources cover topics most relevant to assistants and admins — from career development and workplace advancements to tech skills and new apps to negotiating and leadership skills — and are designed to sharpen skills, increase knowledge and expertise, boost productivity, and advance the admin profession.
Naepsdp.org	Digital Communications/Career Advancement	*2017 Virtual Summer School "Who, What, Where, When, Why & How of Career Advancement"*	Varies: Approximately 1 hour for each virtual session	Dr. Nick Fuhrman, Dr. James K. Woodell, Dr. Donna Peterson, and Dr. Rich Poling, Retired Director	All/General		This Virtual Summer School focuses on career advancement. These webinar sessions will explore what can be published, explore how Extension portfolios emphasizing outreach, practical research, and scholarly engagement, discuss how can we collect data on our efforts and share what we've learned with others, and look at various journals for which your Extension work and research are a good fit for publication.	Learn how can we collect data on our efforts and share what we've learned with others Explore how Extension portfolios emphasizing outreach, practical research, and scholarly engagement are published and presented in digital formats—online journals, blogs, webinars, e-learning, social media, and website development Discuss how to begin the publication process with two of the top Extension specific journals - the Journal of Human Sciences and Extension (JHSE) and the Journal of Extension (JOE). Provide information and answer questions on the "in's and out's" of promotion and/or tenure.
Naepsdp.org	Diversity	*2018 Virtual Summer School "Diversity and Inclusion 101"*	Varies: Approximately 1 hour for each virtual session	Eduardo González, Jr, Dionardo Pizaña, and Dr. Quentin R. Tyler	All/General		This Virtual Summer School focuses on "Diversity and Inclusion." These webinar sessions will explore the process of identity development within a U.S. context, provide ways to use your voice to take leadership in dealing with difficult multicultural discussions, introduce basic concepts of diversity equity and inclusion, and discuss treatments and behaviors that can then lead to supporting cultural norms and other forms of cultures of power.	Explore the process of identity development within a U.S. context that is shaped by individual characteristics Understand how these factors affect our own and other's identity development is critical to leadership, positive youth development, and community building. Examine and promote a deeper dialogue regarding race and race relations in our country Provide participants opportunities to practice ways to use their voice to take leadership in dealing with difficult multicultural discussions Provide frameworks and practical experiences for participants to explore how difficult discussions can become opportunities for transformative dialogue. Learn from a proven approach for building intercultural competence to accomplish individual, team, and organization goals. Using the IDI has led to substantial improvement in learning, growth, and individual development.

Website	Category	Title	Duration	Presenter	Target Level	Requirements	Description	Learning Outcomes
Canr.msu.edu	**Evaluation**	**_Evaluation Expedition Online Course_**	Approximately 1 hour and 15 minutes	Chelsea Hetherington	All/General		In this course, you will learn the basics of program evaluation.	Learn what evaluation is, different types of evaluations you can use to evaluate your programs, how to plan and implement an evaluation, and more! The course is broken into 11 modules, which each cover a different topic related to the evaluation process. In each module you will find:
Learn	**Technology/Web Training**	**_Beginner Website Online Self-Paced Video Training_**	Approximately 10 minutes	**Amy Cole**	_Target All/Beginner Level_		This training will allow the participant to view the video tutorials on the basics of using the OMNI update content management system. As you view each video tutorial, the video will automatically pause with questions for you to answer. Once you answer each question, the video will automatically resume.	Accessibility for Web pages, Inserting Images, Linking to a document, working with snippets, Using Siteimprove to Evaluate Webpage Content, Event Calendar Training
Division.uaex.edu	**Technology/Software Programs**	**_Project One-Workday Training_**	Varies in length depending on the training you choose to view.	**Karen Ballard**	_All/General_	You will need to sign in with your Active Directory credintials to have access to these trainings.	The Project One Video Series aims to highlight some functionality of Workday and is not a substitute for training. Learn more about Project One at projectone.uasys.edu.	Introduction to Workday This video is an introduction to Workday and its capabilities. Keep in mind these are examples, and may not appear this way in the final product. Concepts to Know Learn about apps, tasks and more! Managing Your Info in Workday This video discusses managing your information in Workday. Expenses in Workday See Workday's capabilities in managing, travel, expenses and other self-service tasks from a desktop or moblie device.
Employees.uaex.edu	**Technology, Web, Digital Media**	**_Training-Web, Technology, Digital Media_**	Varies in length depending on the training you choose to view.	**Amy Cole**	_All/General_	You will need to sign in with your Active Directory credintials to have access to these trainings.	The Extension IT team in conjunction with other support units and program areas, are pleased to offer regular online training sessions to support Extension employees. This website (using AD credentials) gains you access to view training in Social Media Skills, Digital Media Accessibility, Tech Tuesdays and More.	This training page offers: gain skills in social media, digital media accessibility which allows you access to images, texts, links, and more that complies with federal and state accessibility laws. Tech Tuesday provides best practices in social media how-tos, educational techonology and more.
Support.office.com	**Technology/Software Programs**	**_Office 365 Training Center_**	Varies in length depending on the training you choose to view.	**Office 365 Support**	_All/General_		Microsoft Office 365 Training Center offer training in Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Sharepoint and more. You can get going quickly and easily with Office 365 video training.	Learn the basics of Office 365, have access to training templates and learn what's possible with Word, Excel, and PowerPoint. Also have access to learn "quick starts" which gets you up to speed with basic info you need to be productive right away. There are also 9 working remote tips you can learn right away.
Learn	**Technology/Software Programs**	**_Introduction to Excel 2016 Training_**	Approximately 60 minutes	**BeVerly Sims**	_All/Beginner + Intermediate_		This training will allow participants to receive beginner level Microsoft Excel training in an interactive and self paced online learning environment.	Create and Manage Worksheets and Workbooks Manage Data Cells and Ranges Create Tables Perform Operations with Formulas and Functions
Learn	**Technology/Software Programs**	**_Excel 2016 Tips and Tricks_**	Approximately 60 minutes	**BeVerly Sims**	_All/Advanced_		This training will allow participants to receive advanced level Microsoft Excel training in an interactive and self paced online learning environment.	Manage Workbooks options and settings. Apply custom data formats and layouts Create advance tables Create advance charts and tables

Support.Zoom	Technology/Software Programs	*Getting Started with Zoom*	Each training video is approximately 1 minute in length	Zoom Support	All/Beginner		Zoom offers video tutorials that are only 1 minute in length and you can also register for upcoming live video training or access recent recordings for Zoom meeting, webinars, Zoom rooms, and Administrators.	Zoom Training in 1 Minute offers videos in: joining a meeting, scheduling a zoom meeting controls, scheduling a meeting with Google Calendar and Outlook, scheduling a zoom webinar and more.
Employees.uaex.edu	Technology/Social Skills	*Social Skills Training*	Approximately 30 minutes	Amy Cole and Kim Rowe	All/General	This Zoom training recording starts at 3:15 in video recording. You will need to log in using your Active Directory (AD) username and password.	Social Skills is a once per month every third Thursday at 9 am Zoom-based training that offers Extension employees an opportunity to ask questions and brainstorm ideas with specialists and colleagues. Our experts Kim Rowe and Amy Cole (along with occasional guest speakers) will present the latest in social media trends and tips. Bring your image, content, or editorial calendar questions and we can help!	In this training, guest expert, Dina Pruitt, join us for tips and how-tos for social media engagement. Some program areas requested a personal evaluation of their pages after her presentation. We discussed her findings and how these pages can be improved.
Employees.uaex.edu	Technology/Social Skills	*Social Skills Training*	Approximately 30 minutes	Amy Cole and Kim Rowe	All/General	This Zoom training recording starts at 33:20 in video recording. You will prompted to log in using your Active Directory (AD) username and password to access the Social Skills	Social Skills is a once per month every third Thursday at 9 am Zoom-based training that offers Extension employees an opportunity to ask questions and brainstorm ideas with specialists and colleagues. Our experts Kim Rowe and Amy Cole (along with occasional guest speakers) will present the latest in social media trends and tips. Bring your image, content, or editorial calendar questions and we can help!	UAMS pathologist Jerad Gardner successfully utilize social media to share his research with the public and his peers? Professional networking doesn't have to be done on LinkedIn. We explored how to use Facebook, Instagram, YouTube and Twitter to establish yourself as a professional thought leader.
Employees.uaex.edu	Technology/Social Skills	*Social Skills Training*	Approximately 1 hour	Amy Cole and Kim Rowe	All/General	This Zoom training recording starts at 33:20 in video recording. You will prompted to log in using your Active Directory (AD) username and password to access the Social Skills	Social Skills is a once per month every third Thursday at 9 am Zoom-based training that offers Extension employees an opportunity to ask questions and brainstorm ideas with specialists and colleagues. Our experts Kim Rowe and Amy Cole (along with occasional guest speakers) will present the latest in social media trends and tips. Bring your image, content, or editorial calendar questions and we can help!	Dina Pruitt, Facebook Ads Strategist and found of Glowfly Marketing, covers what's HOT for 2020 in Facebook and Instagram and how to engage with and retain followers in social media! She also provides an analysis of our Extension social media presence(s) and how we can improve our social media strategy.

The list of trainings below are found at LinkedIn Learning (Lynda.com).   This is not an all-inclusive list, and not necessarily endorsed by the Extension office.   LinkedIn Learning has over 13K+ expert-led, online video tutorials and unlimited access to courses. Lynda.com trainings are free if you have a paid LinkedIn subscription or if you sign-up for a free 30 day trial (payment method is required).   Alison.com (https://alison.com/) offers free online trainings similiar to Linkedin Learning as well.

Lynda.com	Communications	*Learn How to Communicate with Transparency*	Approximately 38 minutes	Mory Fontanez	All Beginner + Intermediate		As trust in corporations, governments, and other institutions declines, consumers and employees are demanding more open and honest communication.	Learn how to communicate with transparency in order to earn back trust and build deeper, lasting connections with the people that matter to your business.
Explain how to cultivate transparency, communicate your purpose, and express your message with authenticity.
Learn how to develop a crisis response plan so your communication doesn't suffer in a difficult situation—and respond to criticism when your audience doesn't agree with your take.
Discuss transparency action plan, which will help you communicate more consistently and effectively in any scenario.
Lynda.com	Communications	*Interpersonal Communication*	Approximately 37 minutes	Dorie Clark	All/Beginner Level	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Communicating effectively isn't an innate talent that some people have and others don't—it's something that anyone can learn and practice. In this course, learn strategies that can help you hone and master your interpersonal communication skills. Join personal branding and career expert Dorie Clark as she shares techniques for getting your message across effectively in the workplace, and explains how to tackle potential communication challenges with your colleagues and supervisor. She also discusses how to grapple with tricky situations, taking you through how to handle interruptions, respond to critical feedback, and communicate across cultures.	Communicating with your colleagues
When to use the phone or send an email
Interpreting nonverbal cues
Asking your boss the right questions
Knowing when to listen and when to speak
Communicating in tricky situations
Handling an interruption
Responding to critical feedback
How to communicate as an introvert
Lynda.com	Conflict Management	*Having Difficult Conversatoins*	Approximately 67 minutes	Marlene Chism	All/General Level	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Conflict is inevitable—in work and in life. Managers must address performance issues, and colleagues with competing priorities must figure out how to work together. These situations call for having difficult conversations. In this course, Marlene Chism explains how to have difficult conversations, build your communication skills, and improve your relationships, teamwork, and business performance. She explains how to identify underlying differences in work styles, goals, and power dynamics and change the way you view conflict. She provides	Cite the circumstances that can make a conversation difficult.
Recall what you should know before having a difficult conversation.
Summarize how to control the direction of a conversation.
Describe how to use radical listening to stay present in a conversation.
Name the magic phrase to test for resistance.
Name healthy habits you can develop to make difficult

Lynda.com	Conflict Management	*Managing Team Conflict*	Approximately 70 minutes	Henna Inam	*Leadership/ Intermediate Level*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	When you bring people together, conflict is a natural part of the dynamic. How leaders choose to manage these inevitable disagreements can make the difference between a dysfunctional team and a successful one. In this course, instructor Henna Inam shares strategies and techniques that can help you confidently lead through conflict. Throughout the course, Henna provides direct instruction, exercises, and scenarios that play out common team conflict situations. Discover why team conflict is necessary for success and how to determine whether a conflict is healthy or unhealthy. Review how to resolve style differences, remain both assertive and cooperative in the midst of a conflict, and leverage different conflict management styles to defuse tricky situations.	Explain why conflict can be a healthy process for a group of people. Describe three types of trust and how to build it among team members. Summarize how ambiguity can create conflict among team members and how this conflict can be resolved. Compare and contrast the assertive and cooperative styles of conflict. Analyze the five types of conflict management styles and assess when it is most appropriate to use each.
Lynda.com	Grammar /Writing	*Grammar Fundamentals*	Approximately 130 minutes	**Judy Steiner-Williams**	*All/Beginner Level*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Grammar matters! Why? Proper grammar improves the clarity of your writing and increases readers' confidence in your ideas. But memorizing every single grammar rule is not the purpose of this course. Instead, author Judy Steiner-Williams concentrates on helping you apply the basic principles so you can avoid making the most common mistakes. Learn about the different parts of speech, possessive rules, and the difference between writing vs. spelling numbers. Then discover tricks for using words that look alike or sound alike (but have entirely different meanings) and enforcing parallel structure.	Differentiate between concrete and abstract nouns. Demonstrate proper use of articles. Distinguish between restrictive and nonrestrictive clauses. Create parallel sentences. Use pronouns correctly. Recognize look-alikes and sound-alikes. Apply appropriate punctuation rules. Distinguish between passive and active voice.
Lynda.com	Grammar /Writing	*Advanced Grammar*	Approximately 128 minutes	**Judy Steiner-Williams**	*All/Advance*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Losing confidence in an idea—even a spectacular one—is easy if it's communicated in an email or letter riddled with grammatical errors. In this course, Judy Steiner-Williams helps you review basic grammar rules and then focuses on more advanced grammar principles such as using correct words, locating incorrect grammar in sentences and paragraphs, and reviewing parts of speech, punctuation, and proper sentence structure.	Identify irregular verbs and explain how to use them appropriately in all tenses. List the seven coordinating conjunctions. Recognize commonly misused and misunderstood words. Determine correct comma placement. Explain the difference between a colon and a semicolon. Name the four sentence structures.
Lynda.com	Grammar/Writing	*Editing and Proofreading Made Simple*	Approximately 40 minutes	**Erin Rickard**	*All/General*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Most professionals can't afford full-time proofreaders. With some simple tips and extra attention to detail, you can edit your own writing and make sure it's as polished as possible before you hit send.	Learn the five keys to effective editing, from checking content, spelling, and grammar to applying basic formatting. Find out how to apply these rules to emails, presentations, and blog posts—yours or someone else's Create style guides and templates to be more productive. Learn the most frequent mistakes writers make and provides tips for finding and correcting them.
Lynda.com	Writing/Communication	*Writing Under a Deadline*	Approximately 34 minutes	**Starshine Roshell**	*All/General*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Writing is a creative process—but when you add a ticking clock to that process, it can send the muses into panic mode. With just a little guidance from a pro, you can learn to face project deadlines with cool confidence. In this course, learn key strategies and tools to help you produce a well-written piece in whatever time you've got. Join veteran journalist and writing coach Starshine Roshell as she explains how to negotiate your assignment, plot your timeline, set up your work environment, organize your message, and dial in your focus. She also highlights online tools that can help accelerate your work.	Identify one thing you should do early on in your timeline. Explain how to zoom in on your main message. Recall the best way to protect your Einstein window. Recognize why you shouldn't keep chasing that "better idea" once you're deep into the writing process. Explain how to be remembered as the writer who makes deadlines look easy.
Lynda.com	Writing/Communication	*Business Etiquette: Phone, Email, and Text*	Approximately 60 minutes	**Suzanna Kaye**	*All/Beginner*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Suzanna Kaye starts with email, explaining everything from setting up signatures to striking the right tone. She also explains how to best use autoresponders, acknowledge receipt of an email, and follow up on unanswered email. The lessons help viewers evaluate their own email communications, ensuring that the recipients won't misinterpret them in any way.

Next up is text etiquette, including what and what not to say in a text message. Suzanna then looks at common business communications like letters, requests for payment, and thank-yous, and how to make action items communicate the | Understanding subject, greeting, and signature etiquette Using CC, BCC, and Reply All Text messaging etiquette Writing business letters Leaving voicemail Understanding what to say over the phone |
| Lynda.com | Leadership/Management | *Management Foundations* | Approximately 46 minutes | **Kevin Eikenberry** | *Leadership/ Beginner Level* | 1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month) | Managing people is hard. Managers juggle a wide range of tasks and deadlines and must know how to effectively coach and develop employees. They are responsible for delivering valuable outcomes for the company and for its people. Learn how to become a more successful, confident, and productive manger. This course teaches the basics of becoming a manager your direct reports admire and respect and one your boss can rely on. Instructor Kevin Eikenberry explains how to choose the right style of management for you and your workplace, address performance problems, delegate tasks, resolve conflict, manage your time, and help your team members meet their performance goals. Plus, find out how to build a learning mindset to keep your organization innovating into the future. | Compliance vs. commitment Effective communication Helping people set goals Managing performance problems Delegating effectively Building relationships Managing your time Creating a learning mindset |

Source	Category	Title	Duration	Author	Level	Pricing	Description	Learning Objectives
Lynda.com	Leadership/Management	*Becoming a Thought Leader*	Approximately 76 minutes	**Denise Brosseau**	*Leadership/ Intermediate Level*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	In this course, thought leadership consultant and author Denise Brosseau defines exactly what a thought leader is and explains the risks and rewards that come with this unique position. She describes how to plan your strategy, develop a compelling message, build influence, maximize your visibility, and track your impact. She also shares tips to scale your ideas to reach the widest possible audience—online and off.	Recognize three qualities that define thought leaders. List three elements of intersection used to choose a thought leadership niche. Recall what a community is made up of. Explain the disadvantages of explaining your early ideas to friends and family. Summarize three places where you can find people to serve as champions and allies. Identify the key difference between a leader and a thought leader.
Lynda.com	Leadership/Coaching	*Coaching Employees Through Difficult Situations*	Approximately 63 minutes	**Lisa Earle McLeod and Elizabeth McLeod**	*Leadership/ Intermediate Level*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	In this course, leadership consultants Lisa Earle McLeod and Elizabeth McLeod help new and experienced managers address some of the most frequent coaching challenges. Using scenarios, Lisa and Elizabeth demonstrate how to motivate employees who have been demoted or promoted, as well as how to effectively coach employees who have big egos or simply don't want to be coached. In addition, they share strategies for using supplemental resources to further your coaching efforts.	Define coaching. Describe the foundation for successful coaching. Explain how to coach someone who is older than you. Articulate how to coach someone who makes excuses. Identify how to coach poor performers or bad communicators.
Lynda.com	Mindset	*Discovering Your Strengths*	Approximately 64 minutes	**Dave Crenshaw**	*All/General*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Understanding what you do best is essential to succeeding professionally. But often we are unclear on our own strengths. Join leadership expert Dave Crenshaw on a journey of self-discovery, as he walks you through a simple framework to identify your strengths. Discover your natural gifts, your passions, your skills, and your greatest abilities. Dave shares specific exercises to help you pinpoint what you should focus on doing (and what you should avoid) to develop your strengths and increase your value as an employee. The exercises can also help you clarify if your current job is a fit and what you can do to address a mismatch.	Identify the key differences between gifts, loves, and skills. Explore methods for discovering what you love to do. Identify your core skills through self-reflection and via feedback from others. Choose your strongest and most valuable work activities through ranking and rating. Identify the steps needed to invest in yourself and grow your strengths. Recall how to match your strengths to your responsibilities, and discover when to grow your current career versus switch to a new one.
Lynda.com	Mindset	*Strategic Thinking*	Approximately 44 minutes	**Dorie Clark**	*All/Beginner*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Strategic thinking is the ability to think on a big and small scale, long and short term, and into the past and the present. While strategic thinking is a valuable skill for everyone in an organization, it becomes increasingly essential as you ascend the ladder. In fact, you may have a difficult time being promoted or succeeding as a leader without it. Yet, no one formally teaches strategic thinking—so it's critical to take the initiative and learn how to do it yourself. This course teaches managers and leaders how to use strategic thinking to guide the direction of their teams and come up with solutions to key business problems	Embracing the strategic mindset Making time Learning from the past Getting details right Strategic thinking with a team Measuring success
Lynda.com	Mindset	*Improving Your Listening Skills*	Approximately 30 minutes	**Dorie Clark**	*All/Beginner + Intermediate*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Just as public speaking is a skill that you can hone through practice, good listeners aren't in possession of a special, unattainable gift—careful listening is a skill that you can learn. In this course, join career expert Dorie Clark as she helps uncover why it's hard to listen well, and how to develop the mindset of a good listener. She also provides multiple listening strategies to help you manage when you're the one not being listened to, how to keep yourself from interrupting, and how to listen to what's not being said. In addition, she explains how to let others know that they've been heard, and how to listen when	Describe common challenges to listening. Identify signs of poor listening. List effective strategies to recapture attention. Adopt the mindset of listening. Outline the structure of meaningful listening. Describe how to keep yourself from interrupting. Explain how to let someone know you've heard them.
Lynda.com	Mindset	*Thriving at Work: Leveraging the Connection Between Well-Being and Productivity*	Approximately 42 minutes	**Arianna Huffington and Joey Hubbard**	*All/Intermediate*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Live a life filled with less stress, greater well-being, and enhanced productivity by learning how to make transformational changes. Continue your Thrive journey and discover how to go from coping and surviving to actually thriving. In this course, Arianna Huffington and Joey Hubbard—the director of trainings at Thrive Global—discuss how well-being can contribute to your productivity and success at work	List four ways to ease stress and increase energy. Determine boundaries and set limits to prevent overworking. Identify the benefits of building relationships with employees.
Lynda.com	Project Management	*Project Management Foundations*	Approximately 200 minutes	**Bonnie Before**	*Project Managers/ Beginner+ Intermediate*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Project management is a set of techniques that anyone can apply to achieve goals and make projects more successful. Project management can be used to guide small, simple projects as well as complex enterprise-wide initiatives. Bonnie Before has always been fascinated by how things work and how to make things work better. In this course, she explains the fundamentals of project management, from establishing project goals and objectives and building a project plan to managing resources and work, meeting deadlines, and closing the project. Along the way, she provides tips for communicating, holding meetings, keeping a project on track, and gaining customer acceptance. This course provides exercises for most videos based on a healthcare/IT case study	Identify the definition of project management. Explore the similarities and differences between traditional and agile project management. Determine how organizational structure affects projects. Explore the fundamentals of analyzing project stakeholders. Examine the best ways to identify a project goal. Determine the best ways to choose a strategy. Examine strategies to gather requirements. Identify the fundamentals of developing a project budget. Distinguish the best ways to craft a quality plan.

Lynda.com	**Project Management**	*Tips for Project Management*	Approximately 46 minutes	**Daniel Stanton**	*Project Managers/ Beginner*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Many PMs don't have time to study, take classes, or read books. So how can you get better at project management? This series helps you improve your skills, learn useful tips, and get answers to common project management questions—in short videos you can watch on your lunch break or listen to on your commute. Get quick and easy ideas for building a project plan, effectively communicating with your team, leading project meetings, and integrating agile practices. Instructor Daniel Stanton has designed this course to help all project managers—new and experienced alike—be more successful in their roles.	Creating a great project plan Getting buy-in from your team Compressing timelines Creating a work breakdown structure Creating a Gantt chart Building a communication plan Data visualization for project management Keeping on top of project costs and risks Conducting effective meetings Maintaining team engagement Breaking user stories into agile tasks Running agile meetings Creating a minimum viable product
Lynda.com	**Technology/Software Programs**	*Outlook 2016 Essential Training*	Approximately 3 hours	**Jess Stratton**	*All/Beginner + Intermediate*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Learn how to best set up and manage email, calendars, and contacts in Outlook 2016. This course begins with a tour of the interface and shows how to connect to a wide variety of email accounts, as well as OneDrive for online file storage. Author Jess Stratton then shows how to quickly create, send, and read email and reduce your inbox clutter; organize, group, and share contacts; and stay on schedule with calendars and tasks. Plus, learn how to back up your Outlook data in case you need to restore or move it to a different machine.	Connecting accounts: Exchange, Office 365, IMAP, and POP Searching for mail Saving attachments Organizing mail with flags and folders Creating new messages Working with contacts in the People hub Adding delegates to act on your behalf Creating meetings Creating tasks and notes Backing up and moving Outlook data
Lynda.com	**Technology/Software Programs**	*PowerPoint 2016 Essential Training*	Approximately 3 hours	**Jess Stratton**	*All/Beginner + Intermediate*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Learn how to best create, edit, and share presentations with PowerPoint 2016, the popular presentation platform. Jess Stratton shows how to build a slideshow from scratch or leverage PowerPoint templates and themes for quick construction. Jess then demonstrates how to add and edit text, images, graphs, video, and animation; format slides for consistency; and add speaker notes and transitions to ensure a smooth delivery. Plus, discover how to collaborate on changes and then share the final presentation via print, PDF, or a recorded slideshow.	Connecting PowerPoint to OneDrive Creating presentations from themes and templates Using and editing slide masters Changing the layout or theme Adding pictures and objects Working with bullet points, text boxes, and tables Adding shapes, diagrams, and charts Incorporating video, audio, and animation Adding speaker notes and comments Running a slideshow Reusing and sharing PowerPoint presentations
Lynda.com	**Technology/Software Programs**	*Word 2016 Essential Training*	Approximately 5 hours and 45 minutes	**David Rivers**	*All/Beginner + Intermediate*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Learn how to create, format, share, and print a wide variety of documents in Word 2016. Author David Rivers covers creating new documents from templates and scratch, formatting text and pages, working with headers and footers, using themes and styles, adding multimedia, and more. He'll also show how to share documents with others and enhance your productivity with macros.	Use Word to create, modify, and share documents. Assess how to copy, paste, and edit text. Discover how to format text, pages, and paragraphs. Apply line spacing and page breaks. Produce headers, footers, and page numbers. Determine how to navigate through your document efficiently. Create bulleted and numbered lists. Use tables, macros, and building blocks.
Lynda.com	**Technology/Software Programs**	*Publisher 2016 Essential Training*	Approximately 3 hours	**David Rivers**	*All/Beginner + Intermediate*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	This course offers in-depth instruction in all the core features and tools in Publisher 2016, the desktop publishing software from Microsoft. Author David Rivers demonstrates Publisher's features using real-world examples of the different kinds of publications you can create with Publisher, from greeting cards to brochures to newsletters. The course explains how to work with text frames and format and edit text; insert and position shapes, pictures, and tables; and customize and automate the layout and design of publications. Plus, learn about Publisher's features for sending out mass mailing with Mail Merge and sharing publications on the web or in print.	Creating new publications Saving publications Inserting pages Working with text Creating bulleted and numbered lists Inserting and deleting objects, pictures, and tables Creating master pages Using building blocks Creating web publications Performing a mail merge Printing a publication
Lynda.com	**Technology/Social Media Marketing**	*Marketing on Facebook: Managing a Company Page*	Approximately 1 hour and 17 minutes	**Kristy Dalton**	*All/Intermediate*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	The number one challenge for businesses on Facebook is earning visibility through engagement. If you want to start seeing results from your company's Facebook page, you need to leverage new techniques for earning meaningful interactions. In this course, Kristy Dalton talks candidly about what works—and what doesn't—with marketing on Facebook. She shows how to optimize your page and take it into high gear with a successful content strategy incorporating features like Facebook Live, Messenger, and events. Kristy also explains how to grow your audience through groups and make your job easier with auto responders. Finally, discover how to drive revenue by developing a Facebook sales funnel, employ boosts and ads, and use data to constantly improve your Facebook page performance.	Define "two-factor authentication" and describe how it protects your Facebook account. Identify the best way to increase the organic reach of your Facebook page. Recall the different types of Facebook groups and explain how to choose the appropriate group for your business. Recognize the benefits of adding a button to your page. Name the four steps in the Facebook sales funnel. Determine which call to action to avoid using in your posts. Review the page metrics that can help you

Lynda.com	Telecommuting/Working Remote	*The Value of Working Remotely*	Approximately 60 minutes	**Mike Guttmann**	*All/General*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	When you unlock the power of remote work, you can ditch your commute, work where you focus best, and spend more time doing things you love, all while advancing your career. Coach Mike Gutman from FlexJobs shows how to use today's cloud-based communication and collaboration tools to get work done from anywhere, while remaining connected to your organization. He reveals how you can create a productive work environment at home or around town by structuring your day correctly and avoiding distractions. He also explains how to build rapport with remote colleagues so you feel like you're part of the team and succeed in your remote career. Watch this course to learn how to work productively, when and where you want, and achieve the freedom and flexibility you need for a more balanced life.	Describe the ideal home setup for working remotely. Summarize the process of onboarding a remote worker. Explain the importance of work-life balance and how to maintain it while working remotely. Cite the tools remote workers can use to stay connected to the home office. Describe how to manage conflict with teammates while working remotely. Explain how to build culture in a remote team.
Lynda.com	Telecommuting/ Leadership	*Leading at a Distance*	Approximately 37 minutes	**Kevin Eikenberry**	*Leadership/ Beginner+ Intermediate*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Technology has enabled many former office workers to work from home or anywhere remotely. As the overall job landscape shifts, the number of remote workers will likely continue to increase. For the managers and leaders spearheading these remote teams, as well as teams that consist of remote and in-person employees, making the jump from in-person to virtual leadership can be challenging. In this course, instructor Kevin Eikenberry lays out how to lead effectively from a distance. He dives into the basics of remote leadership, such as how working remotely changes interpersonal dynamics. Plus, he shares tips for getting results at a distance—including how to provide remote coaching and feedback—as well as how to build trust, set reasonable boundaries as a long-distance leader, and more.	How did we get to remote teams? The remote leadership model What success looks like at a distance Providing coaching and feedback How remote politics works Building trust at a distance Communicating effectively Leveraging technology as a remote leader Getting honest feedback
Lynda.com	Telecommuting/ Leadership	*Managing Virtual Teams*	Approximately 57 minutes	**Phil Gold**	*Leadership/ Beginner + Intermediate*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Working remotely has been on the rise for many years now, with research showing that hiring managers expect nearly half of all their workers to be working remotely over the next decade. While many trends feed into this way of organizing work, managing the work effectively will be key to the success of organizations globally. In this course, instructor Phil Gold provides managers with a clear approach for getting the most out of their remote teams. He zeros in on the key factors that will ensure productivity, engagement, and growth, as well as a manager's role in building trust, removing roadblocks, nurturing connections with team members, and setting clear goals.	Providing consistency and structure in a remote team Managing mixed remote and onsite teams Fostering equality and transparency Creating opportunities for in-person interactions Maintaining regular contact with remote team members Managing workloads and deliverables
Lynda.com	Telecommuting/Time Management	*Time Management Working From Home*	Approximately 85 minutes	**Dave Crenshaw**	*All/General*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Working from home is a wonderful opportunity, but time management can be a challenge. With so many demands on your time and attention, it's a tricky balancing act to stay productive. In this course, bestselling author and productivity expert Dave Crenshaw offers best practices for anyone who works full-time or occasionally from home. Dave begins by showing how to set up a dedicated workspace for maximum productivity, including tips on setting up your computer to ensure you stay focused. Then Dave walks through how to craft your daily schedule for peak productivity and plan meaningful breaks to avoid burnout. He explains how to collaborate with remote coworkers, including how to use virtual meetings productively. Finally, Dave offers advice for working parents and other caregivers who might be balancing professional and personal responsibilities in the home.	Create a productive environment by limiting distractions. Evaluate and choose the best technology to increase your productivity. Differentiate between constant effort and a healthy working rhythm. Define expectations around communication while remaining responsive. Identify the benefits of relationship building. Learn how to manage interruptions and emergencies at home.
Lynda.com	Time Management	*Balancing Work and Life*	Approximately 28 minutes	**Dave Crenshaw**	*All/General*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	Learn how to have it all and enjoy it all by balancing your life and work. In this talk, author and business coach Dave Crenshaw explores smart strategies to make work a focus at work and give yourself time to enjoy your time at home. In the bonus Q&A chapter, he tackles tough questions like these: What are the warning signs that my life is out of balance? How do I keep balance when I travel so frequently? How do I balance work, life, and school?	Managing your inbox Managing repetitive tasks Using lists and calendars Maximizing spare time Organizing information digitally and on paper Getting the most out of technology and software Writing effective email Reducing filing
Lynda.com	Time Management	*Finding Your Time Management Style*	Approximately 1 hour and 14 minutes	**Dave Crenshaw**	*All/General*	1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month)	When it comes to time management strategies, one size does not fit all. To create your optimal workday, you must consider many factors, including the nature of your job, the level of interaction you have with others, and your personal preferences. In this course, productivity expert Dave Crenshaw expands upon the concepts covered in his other time management courses to help you boost your productivity by crafting a personalized approach to time management. Dave takes you through an assessment to discover your time management style and then shows how to adapt fundamental time management strategies to suit your unique needs. Plus, discover how to work productively with coworkers whose time management style differs from yours.	Modify your time management system to suit your style. Use the variety-consistency assessment to discover your time management style. Adapt your time management system to suit the needs of your team. Show coworkers how to discover their time management style. Evaluate your language to collaborate more effectively.

| Lynda.com | Time Management | *Efficient Time Management* | Approximately | Chris Croft | *All/General* | 1-month free trial After free trial Monthly ($29.99/month) OR Annually ($19.99/month) | This course will help you reclaim those hours by managing your time more efficiently and increasing your professional and personal productivity. Author Chris Croft explores how to establish a productive environment by establishing systemic approaches for repeating tasks, reducing inefficiency, organizing your work area, and using an effective system to reduce filing. He also discusses how to best create and manage to-do lists, organize the constant influx of information, leverage software to improve efficiency, and manage email.

The most efficient people use technology and established systems of organization to manage their tasks and maximize their time. This course shows how to put these time management techniques to work for you. | Managing your inbox Managing repetitive tasks Using lists and calendars Maximizing spare time Organizing information digitally and on paper Getting the most out of technology and software Writing effective email Reducing filing |