July's Top 10 ~ 2019

Mindful Meditations for Work and Life 1(h) 38(m)

You can be successful at work while maintaining a calm, Zen-like approach to your daily decisions and routines. Meditation and mental exercises like visualization can help you manage stress and create the life you want. This audio course led by Scott Shute, head of the Mindfulness and Compassion program at LinkedIn, offers a practical and easy approach to meditation, including simple, short exercises that you can build into a regular practice—even in the minutes before a meeting. Learn the science underlying the brain-body connection and how adapting your posture and changing your position can help you relax. Explore different kinds of breathing exercises, and discover visualization and loving-kindness techniques to open your mind and your heart. Scott closes with some advice for making your practice stick and integrate meditation into a busy schedule.

Mindful Practices 2(h) 3(m)

Mindfulness helps you be more effective in today's busy world. It reduces stress, increases focus, and improves your ability to deal with challenges, both at work and at home. With regular practice, mindfulness can change the course of your life. Practice with executive coach Henna Inam as she leads you in guided exercises that expand emotional intelligence, grow self-confidence, and build stronger relationships. With these practices, you can actually experience in-the-moment inspiration, learn how to deal with difficult people, manage change, and confront fears. Each lesson is tied to an accompanying practice, which will help you change the structure of your brain to respond better to stressors. Our world is changing rapidly. Evolve your mind to handle challenges with confidence.

A More Creative Approach to Problem Solving 27(m) 2(s)

Because creativity is such a powerful changemaking force, countless myths have sprung up around it, the most dangerous of which is that "you either have it or you don't." While some people may be more talented than others in, say, songwriting or costume design, the ability to think and solve problems creatively is built into the human brain. Curiosity, experimentation, and innovation define us as a species. At the same time, we're creatures of habit, and it's easy for individuals and companies to get "locked in" to procedures that no longer serve them. How do you get "unstuck"? Building on insights from improv, design thinking, comedy writing, and startup incubation, the lessons in this course offer you concrete tools for creative thinking.

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Be More Productive: Take Small Steps: Have Big Goals 27(m) 30(s)

Want to be more productive? Researchers tell us it's the small stuff that leads to big changes over time. Learn how to develop a productivity regimen using time-tested strategies for making incremental but powerful changes: goal setting, habit formation,

and honest self-assessment. This course brings together lessons from influencers like NBA champion Shane Battier and productivity expert Gretchen Rubin, who offer proven strategies for foundational behavioral change. Unlock your productivity with these tips and tricks for taking the small steps that lead to big transformations.

Learn Emotional Intelligence, the Key Determiner of Success 33(m) 49(s)

Explore the four domains of emotional intelligence—self-awareness, self-management, social awareness, and relationship management—as defined by psychologist and author Daniel Goleman. The domains build on one another, starting with a greater awareness of self and others, and ending with the management of relationships that are critical to your personal and professional life. Learn how to become more mindful of your strengths, limitations, and the values that define them; explore ways to create space between yourself, your thoughts, and your emotions; develop awareness of how people see the world differently based on individual preferences, as well as social and environmental factors; and use awareness of self and others to work toward collaboration, innovation, and mutually beneficial relationships.

The Key to Good Communication: Your Audience 21(m) 39(s)

Communication is a complex art. Listening, making oneself understood, and persuasion are all elements of what it means to communicate effectively. Great communicators must master these skills and apply them strategically, depending on what they're trying to achieve in a given context. You might use the art of narrative storytelling to get your team excited about a project. In a negotiation, you might deliberately signal a willingness to walk away in order to prompt the other side to action. Or if your goal is to understand the ideas and intentions of a new colleague, you might ask a series of sincere, open-ended questions. This course is designed to prepare you for all of these situations and more, offering tips, strategies, and broad observations from professional communicators in many different roles—from an award-winning actor, to an FBI hostage negotiator, to an astronaut on the International Space Station. Note: Some videos assume a group of learners is available for team activities and discussions. Please use what's useful and feel free to adapt the lessons to your particular circumstances.

Negotiating: A Toolkit for Advancing Your Interests 23(m) 6(s)

The path of any relationship, career, or business is filled with negotiations large and small. Trouble comes when we approach these as zero-sum games and focus solely on

protecting our interests. The outcome of a successful negotiation will always be a compromise of some kind. The object—for each side—is to achieve as many of your goals as possible while minimizing unwelcome concessions. To "win," it's crucial to understand how the other side thinks, what they want, and what they fear. This course, taught by some of the world's top negotiators and those who have studied them—investigate journalist Ronan Farrow, FBI negotiator Chris Voss, and more—trains you to use empathy and game theory to achieve the best possible outcome for everyone involved.

Excel: Financial Functions in Depth 2(h) 38(m)

Analyzing financial data can seem intimidating, but Excel has a wide range of functions to perform these calculations quickly and easily. This course shows users how and when to use each of the financial functions available in Excel 2016. Author Curt Frye covers evaluating loan payments; calculating depreciation; determining rates of return, bond coupon dates, and security durations; calculating prices and yields; and more.

Diversity: The Best Resources for Achieving Business Goals 32(m) 51(s)

"Diversity and inclusion" has become such a familiar phrase that it's easy to lose sight of what it means. Workplaces that incorporate a wide range of human experience—across gender, culture, age, sexual preference, and other differences—are more adaptable and more innovative places to work than their more homogeneous competitors. Not surprisingly, they do better on recruitment, retention, productivity—basically any measure of success you can think of. This course explains how to improve your organization's diversity and inclusion by thoughtfully examining the challenges and opportunities they present. Learn how to support a diverse workforce through wise management, carefully structured conversations, and a culture designed to celebrate the unique value of each team member.

Organizational Thought Leadership 1(h) 4(m)

Thought-leading organizations create change, build trust, and make an impact beyond their bottom line. In this course, explore the ways that organizations can step into the role of a thought leader in their communities, industries, and beyond—and why it matters now more than ever. Instructor Denise Brosseau also explores the risks and

rewards of going in this direction and the key attributes of thought-leading organizations. Discover how to identify your niche and cultivate a clear, recognizable point of view. Plus, see how to develop your talking points and brand voice, build thought-leadership skills throughout your organization, and expand your reach by leveraging your ecosystem.