



December 2020 Course Highlights

How to Proactively Manage Conflict as an Employee 26(m)

Manage conflict before it escalates. Learn how to recognize the signs of conflict and apply problem-solving strategies to resolve it with tact and diplomacy. Veteran HR leader Laurie Ruettimann explains how to differentiate conflict from bullying and identify when you need third-party intervention. Then she discusses how to overcome conflict with colleagues, whether they're disengaged, hostile, or simply stressed.

Finally, learn how to manage conflict with your boss and lead others through conflict—no matter what your role—by being a peer leader. Plus, see how practicing conflict management in personal situations can help you master it on the job.





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Mastering Self-Leadership 26(m)

No matter where you are in your career, you can define who you are and what you stand for—so that you can operate as a leader in any role. Join veteran HR leader Laurie Ruettimann as she shows you how to emerge as the self-leader you were always meant to be: a person who takes responsibility for their actions and is an example to others. Laurie provides candid, real-world guidance, tools, and strategies for leading yourself—practicing self-leadership at the office and at home to teaching this invaluable skill to others. Plus, learn how self-leadership can help you deal with uncertain work environments, influence others, and even quell office drama.



Discover how to slow things down with a square breathing technique, and focus on long, drawn-out breaths to help regulate your autonomic nervous system. Learn an effective twisting stretch that you can combine with elongated breathwork to energize your body throughout the day. Using the techniques highlighted in this course, you can train yourself to take deep, impactful breaths, no matter where you are, even while wearing a mask.



December 2020 Course Highlights

Essentials of Team Collaboration 32(m)

The best teams don't wait for someone to tell them what to do. Instead, they work together to set themselves up for success. In this course, learn how teams can collaborate more effectively. Discover how to ask key questions, clarify expectations, and ensure everyone is kept in sync. Find out how a team can refine its purpose, use one another's preferred communication modes, and solicit and incorporate feedback, helping members collaborate proactively—with or without managerial oversight. Join corporate trainer and author Dana Brownlee as she shares clear and proven collaboration strategies, specific activities, and techniques you can use to minimize miscommunications and avoid common collaboration mishaps.





December 2020 Course Highlights

Build Sustainable Wealth and Get Out of Debt 1(h) 16(m)

It doesn't matter how you got into debt. What matters is how you're going to get out. It can feel like you're at the bottom of a deep well with no way out. You still have expenses to pay—so you feel like you're only tunneling deeper. But it's not an impossible situation. Eliminating debt starts by changing the spending habits that landed you here in the first place and developing new, positive money habits. In this course, you can learn time-tested tips and put a clear plan in place to accelerate the process of building wealth. Find out how to protect what you have, save what you earn, and pay off the bills you owe, using practical techniques, rules, and worksheets. See real-life examples featuring scenarios such as student and medical debt. Plus, discover how to build your financial savviness and shore up your future by investing funds wisely.





December 2020 Course Highlights

A Beginner's Guide to Finding Your Calling 33(m)

Finding your calling—something that brings you joy, fulfillment, and a steady income—is no easy feat. To get on the right path, you must both look inward and consider the advice of mentors and other trusted advisors. In this course, get practical strategies designed to help you find your path, discover your talents, leverage your connections, and uncover opportunities for pursuing what you love. Tune in to get advice from innovative investors like Tim Ferriss and Peter Thiel, as well as thought leaders like Sir Ken Robinson. Discover why success comes from going off track, how to start conversations with people you admire, how to begin your quest of self-actualization, and more.

How to Work Smarter, Not Harder: Save Time and Money and Increase Productivity 1(h) 8(m)

More and more people are working from home, managing remote teams, and juggling multiple projects. The time is now to learn how to work smarter, not harder. Luckily, today's technology makes it easier than ever to increase productivity and efficiency. This course is for anyone trying to grow their business or move ahead in their career without becoming overwhelmed. Chelsea Krost





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provides tangible tips, tools, and techniques to increase overall productivity and give you back precious time in the day. Learn how to embrace the mindset of successful entrepreneurs and small business owners, manage your time effectively, tackle your to-do list, leverage automation and delegation, and power up your social media, content marketing, and branding strategies to direct more attention and traffic to your business. Each tool and workflow has been tested by Chelsea and her clients—and the skills taught apply to any industry. Start watching and working smarter today.

How to Be a Good Mentee and Mentor 27(m)

Mentorship can make a difference to anyone's career—mentees and mentors alike. While they're often thought of as being one-sided, these relationships can create value for both parties. Join speaker and author Emilie Aries as she answers your biggest questions around mentorship, so you can excel as a mentee or mentor. Explore the roles, expectations, and ways you can nurture and add value to the relationship, from establishing mutual goals to keeping in regular contact.





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Rules for Rising Leaders 18(m)

As a new leader, you have to hit the ground running. In this course, adapted from the popular podcast *How to Be Awesome at Your Job*, host Pete Mockaitis and executive coach Pam Fox Rollin explore the rules for rising leaders. Learn how to switch the story from “me” to “us”: the product, the team, the company. Discover how to come in with a plan and pick smart, quick wins to make allies and boost morale. Get tips to conduct unmissable meetings that get everyone engaged and respond to feedback with openness and curiosity. Pam also introduces a simple, five-step framework for presenting issues and your positions on them without alienating your staff.

Strategic Mentoring 9(m)

While the mentorship-apprenticeship model is as old as the trade guilds, one’s ability to mentor plays a deeper role in today’s complex business environment. Strategic mentorship, which emphasizes professional growth through the mentorship of others, is no longer an option, but an imperative for effective leadership. In this course, join Sanyin Siang—the executive director of the Fuqua/Coach K Center on Leadership & Ethics (COLE) at Duke University—as she explains how to become a strategic mentor in your organization. After highlighting the benefits and potential outcomes of strategic mentoring, Sanyin shares specific tactics for promoting your own personal growth as you develop talent within your organization.



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Managing Remote Teams: Setting Expectations, Behaviors, and Habits 18(m)

With the number of remote roles continuing to grow, leaders need to know how to support teams from a distance. This course outlines *best practices on how to provide employees with the trust, tools, and structure they need to be successful in a virtual environment*. Get

practical tips from business leaders such as Linda Hill, the Wallace Brett Donham Professor of Business Administration at the Harvard Business School, and former Deloitte CEO Jim Quigley on how to have better (and fewer) meetings and unite talent across a multinational corporation. Plus, learn about the sizable impact that your facial expressions, body language, and voice have on your working relationships; how to transform the way you handle projects using virtual collaboration; and more.

